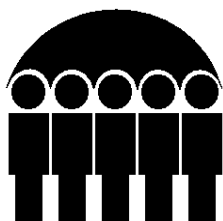


September 1, 2006

Employees' Manual
Title 17
Appendix

CHILD WELFARE

APPENDIX



Iowa
Department
of
Human Services

	<u>Page</u>
Adoption Information Checklist, Form 470-3614 and 470-3614(S)	1
Adoption IV-E Checklist, Form 470-4075	2
Adoption Notice of Decision, Form 470-0745 and 470-0745(S)	3
Adoption Report to the Court, Form 470-3355.....	4
Adoption Staffing Summary, Form 470-0774	5
Adoption Subsidy Agreement, Form 470-0749 and 470-0749(S).....	6
Adoption Subsidy Special Needs Professional Documentation, Form 470-4312	6b
AdoptUsKids Website Waiver, Form 470-4155	7
Agreement and Consent for School Activities, Form 470-4538	8
Agreement of Placement for Adoption, Form 470-0761 and 470-0761(S)	9
Agreement to Future Adoption Subsidy, Form 470-0762 and 470-0762(S)	10
Application for Adoption, Form 470-0743 and 470-0743(S).....	11
Application for All Social Services, Form 470-0615 and 470-0615(S)	12
Application for Subsidy, Form 470-0744 and 470-0744(S)	15
Authorization for Release of Child Abuse Information, Form 470-3301 and 470-3301(S)	16
Authorization to Release HIV-Related Information, Form 470-3225 and 470-3225(S)	18
Background Report Part 1, Form 470-3615 and 470-3615(S)	19
Background Report Part 2, Form 470-3698 and 470-3698(S)	20
Birth Parent Affidavit to Court, Form 470-3031 and 470-3031(S).....	21
Case Closure, RC-0101	22
Child Abuse: A Guide for Mandatory Reporters, Comm. 164 and Comm. 164(S).....	24
Child Abuse Assessment Parental Notification, Form 470-3239 and 470-3239(S)	25
Child Abuse Multidisciplinary Team Agreement, Form 470-0639.....	26
Child Abuse Registry Report Code Card, RC-0003	27
Child Care Assistance Eligibility Worksheet, Form 470-4057 and 470-4057(S)	29
Child Protective Assessment Cover Letter, Form 470-3479.....	30

	<u>Page</u>
Child Protective Services Assessment Summary, Form 470-3240 and 470-3240(S)	31
Child Protective Services Intake, Form 470-0607.....	38
CINA Guidance Tool, RC-0077	40b
CINA Intake Guidance Tree, RC-0097	40c
CINA Services Assessment Summary, Form 470-4135	40d
Community Care Desk Aid, RC-0098.....	41
Community Care Explanation and Referral, Form 470-4128 and 470-4128(S).....	42
Confidential Verification of Birth, Form 588-0298VR.....	44
Consent to Adoption, Form 470-0755 and 470-0755(S).....	45
Counseling Affidavit, Form 470-3164 and 470-3164(S)	46
CPS and CINA Intake Decision Tree, RC-0076	47
CPS Assessment – Case Disposition Decision Tree, RC-0093	48
Criminal Record Case Codes, RC-0095	49
DHS Criminal History Record Check, Form 595-1396 and 595-1396(S)	50
Dissemination Desk Aid, RC-0049	52
Drug Test Authorization, Form 470-4486.....	54a
Drug Testing Guidelines, RC-0090	55
Exchange Referral of Family, Form 470-0752.....	56
Facility Assessment Checklist for Child Care Centers, Form 470-3853	57
Facility Assessment Checklist for Child Care Homes, Form 470-3854	58
Facility Assessment Checklist for Foster Family Homes, Form 470-3855.....	59
Facility Assessment Checklist for Group Care, Form 470-3856	60
Family Case Plan, Form 470-3453 and 470-3453(S)	63
Family Functioning Domain Criteria, Form 470-4138	74
Family Risk Assessment, Form 470-4133	76
Family Team Decision-Making Evaluation Handbook, Comm. 283.....	86
Foster Care and Subsidized Adoption Medicaid Review, Form 470-2914 and 470-2914(S)	87
Foster Care Clothing Allowance, Form 470-1952.....	89

	<u>Page</u>
Foster Care Escrow Account Transaction, Form 470-3725	90
Foster Care Provider Medical Letter, Form 470-2747 and 470-2747(S)	90a
Foster Care Review Notice, Form 470-0714 and 470-0714(S)	90b
Foster Child Behavioral Assessment, Form 470-4401 and 470-4401(S).....	90c
Foster Family Placement Contract, Form 470-0716 and 470-0716(S)	91
Foster Family Removal Letter, Form 470-0718 and 470-0718(S)	93
Founded Abuse in Nonregistered Child Care Parent Letter, Form 470-4384 and 470-4384(S)	94
Future Needs Adoption Subsidy Professional Documentation, Form 470-4311	94a
General Accounting Expenditure, GAX.....	94b
Health Services Application, Form 470-2927 and 470-2927(S)	99
Home Study Update Guide: Transition to Adoption, RC-0053.....	101
Home Study Update Worksheet, Form 470-3619	102
How-Do-I? Guide: Adoption, RC-0099.....	102a
How-Do-I? Guide: Case Closure, RC-0102	102b
How-Do-I? Guide: Case Management, RC-0083.....	103
How-Do-I? Guide: Case Planning, RC-0082.....	104
How-Do-I? Guide: CINA Assessment, RC-0087.....	105
How-Do-I? Guide: CINA Intake, RC-0088	106
How-Do-I? Guide: CPS Assessment, RC-0086	107
How-Do-I? Guide: CPS Intake, RC-0089.....	108
How-Do-I? Guide: In-Home Case Management, RC-0084	109
How-Do-I? Guide: Out-of-Home Case Management, RC-0096.....	110
ICAMA Notice of Action, Form 470-3700 (ICAMA 6.02)	111
ICAMA Notice of Medicaid Eligibility/Case Activation, Form 470-3699 (ICAMA 6.01) ..	112
ICAMA Report of Change in Child/Family Status, Form 470-3701 (ICAMA 6.03)	113
ICPC Financial and Medical Plan, Form 470-3827	115
ICPC Interstate Compact Transmittal, Form 470-0790.....	116
Intake Guidance Tool, Form 470-4131	117

	<u>Page</u>
Interstate Compact on the Placement of Children Request (ICPC 100A), Form 470-0781	118
Interstate Compact Requirements for Placing Children Out of Iowa, RC-0045	126
Interstate Compact Requirements for Receiving Children Into Iowa, RC-0046.....	127
IV-E Changes, Form 470-3918.....	128
IV-E Initial Placement Information, Form 470-3839	130
JCS Referral for Payment, Form 470-3334	132
Letter of Removal, Form 470-3018 and 470-3018(S)	133
Limited Services Eligibility, RC-0092	137
Long-Term Permanency Placement Agreement, Form 470-4540	138
Matching Tool, Form 470-3613	139
Medicaid Referral, Form 470-3061 and 470-3061(S)	140
Medical Transportation Claim, Form 470-0386 and 470-0386(S).....	141
Mexican Consulate Notification, Form 470-4385	143
Non-Law Enforcement Record Check Billing Form, Form 595-1494	145
Non-Law Enforcement Record Check Request Form A, Form 595-1489 and 595-1489(S)	146
Notice of Child Abuse Assessment: Confirmed Not Registered, Form 470-3575 and 470-3575(S)	148
Notice of Child Abuse Assessment: Founded, Form 470-3243 and 470-3243(S)	150
Notice of Child Abuse Assessment: Not Confirmed, Form 470-3242 and 470-3242(S)	152
Notice of Decision: Services, Form 470-0602 and 470-0602(S)	154
Notice of Intake Decision, Form 470-3789	156
Payee/Placement Changes, Form 470-3359	156a
Photography Record, Form 470-3350.....	157
Physical Record, Form 470-0580 and 470-0580(S)	158
Placement Agreement: Child Placing or Child Caring Agency (Provider), Form 470-0719.....	159
Placement Agreement: Specialized Psychiatric Institution, Form 470-2490	160
Placement Consideration, Form 470-3616 and 470-3616(S).....	161

	<u>Page</u>
Placement Notification, Form 470-3617 and 470-3617(S)	162
PMIC Exchange of Information, Form 470-2479	163
Preplacement Screening for Supervised Apartment Living Foster Care, Form 470-4063	167
Receipt of HIV-Related Information, Form 470-3227	168
Receiving State's Priority Home Study, Form 470-3926 (ICPC 102)	169
Record Check Evaluation, Form 470-2310 and 470-2310(S)	179
Referral and Authorization for Child Welfare Services, Form 470-3055 and 470-3055(S)	180
Referral Guide for Transition Planning, Form 470-3185	182
Referral of Client for Purchase of Social Services, Form 470-0662 and 470-0662(S)	184
Release of Confidential HIV Information, Form 470-3234	187
Report of Suspected Child Abuse, Form 470-0665 and 470-0665(S)	188
Report on Child's Placement Status (ICPC 100B), Form 470-0788	189
Report on Efforts to Place Child for Adoption, Form 470-2889	194
Request for Approval of Supervised Apartment Living Foster Care Placement, Form 470-3186	195
Request for Child Abuse Information, Form 470-0643	196
Request for Medicaid Information, Form 470-2737 and 470-2737(S)	198
Request for Tangible Goods, Child Care, and Ancillary Services, Form 470-3056 and 470-3056(S)	199
Rescinding the Consent to Adoption, Form 470-2990 and 470-2990(S)	201
Review Decision on Nonregistered Report, Form 470-3396 and 470-3396(S)	202
Review Decision on Registered Report, Form 470-3395 and 470-3395(S)	203
Safety Assessment, Form 470-4132 and 470-4132(S)	204
Safety Assessment Guidance, RC-0104	207
Safety Plan, Form 470-4461 and 470-4461(S)	208
Sending State Priority Home Study Request, Form 470-3925 (ICPC 101)	213
SSI Advocacy Project Referral, Form 470-3361	220

	<u>Page</u>
Supervisory Report, Form 470-0773	221
Transfer of Subsidized Adoption Case, Form 470-3003	222
Voluntary Foster Care Petition, Form 470-2634 and 470-2634(S)	223
Voluntary Foster Care Placement Agreement, Form 470-0715 and 470-0715(S)	224
Waiting Child Enrollment, Form 470-3351	225

Adoption Information Checklist, Form 470-3614 and 470-3614(S)

Purpose	Form 470-3614 or 470-3164(S) outlines the minimum information about the child that shall be given to the adoptive family before an adoptive placement.
Source	DHS workers can complete the English version of this form on line using the template in the public state-approved adoption forms folder on Outlook. Print the Spanish version of this form from the sample in the manual.
Completion	The child's worker completes this form after thoroughly reviewing the identified information with the adoptive family and giving the family a copy of the information. De-identify all reports given to the adoptive family so as not to disclose the identity of the biological family members of the adoptive child.
Distribution	Keep a copy of the form in the child's record and give a copy to the adoptive family.
Data	Check off the information and obtain the signatures of the adoptive parents, as well as the worker.

Adoption IV-E Checklist, Form 470-4075

Purpose	Form 470-4075 is used to document the information that is needed to determine a child's eligibility for IV-E adoption assistance (subsidy) and to determine if the child remains eligible for adoption assistance through age 21.
Source	DHS workers can complete this form on line using the template in the public state-approved adoption forms folder on Outlook.
Completion	<p>The adoption worker completes and signs the form:</p> <ul style="list-style-type: none">◆ Three days after the adoption petition is received.◆ When a child that is eligible for the subsidy program reaches age 17½.
Distribution	Send the completed form and a copy of the documents listed on the form to the IV-E Eligibility Unit. Keep a copy of the form in the child's subsidy case record.
Data	The adoption worker completes the form, signs it, and indicates the date the form and required documents were sent to the IV-E Eligibility Unit.

Adoption Notice of Decision, Form 470-0745 and 470-0745(S)

Purpose	<p>Form 470-0745 or 470-0745(S) is used to:</p> <ul style="list-style-type: none">◆ Close a case.◆ Notify parents regarding subsidy payments.
Source	<p>DHS workers can complete the English version of this form on line using the template in the public state-approved adoption forms folder on Outlook. Private agencies can print the form from the sample in the manual.</p> <p>Print the Spanish version of this form from the sample in the manual.</p>
Completion	<p>The adoptive family's worker prepares an original and one copy of the form when a decision is made regarding the various actions listed on the form.</p> <p>Adoptive approvals must be done annually in order for the home to be eligible for adoptive placement.</p>
Distribution	<p>Give the original to the family. Keep one copy in the file.</p>
Data	<p>The "issue date" is the date the notice is completed.</p> <p>Indicate the date one year after the home study or home study update was completed as the date the application is "approved effective through."</p>

Adoption Report to the Court, Form 470-3355

Purpose	The <i>Adoption Report to the Court</i> is a suggested format for the report that summarizes the progress of the adoption placement for the court and makes a final recommendation regarding adoption finalization.
Source	Complete this form on line using the template in the public state-approved adoption forms folder on Outlook.
Completion	<p>The DHS adoption worker prepares two copies of this report before the final adoption hearing date.</p> <p>Attach the following documents to this report:</p> <ul style="list-style-type: none">◆ Supervisory reports◆ Form 470-4019, <i>PS-MAPP Family Profile</i>◆ Home study summary and recommendations◆ Form 470-3615, <i>Background Report Part 1</i>◆ Form 470-3698, <i>Background Report Part 2</i>◆ Form 470-0744, <i>Application for Subsidy</i>
Distribution	Send the original set to the family's attorney and keep a copy in the children's case file.
Data	<p>The report must include:</p> <ul style="list-style-type: none">◆ Dates of the preplacement report and the placement.◆ Identifying information about the adoptive family and the children.◆ References to the attached reports about the children and family.◆ Information regarding the adoptive family not covered in the home study or other documents.◆ Signatures of the adoption worker and supervisor.

Adoption Staffing Summary, Form 470-0774

Purpose	<p>The purpose of form 470-0774 is to:</p> <ul style="list-style-type: none">◆ Record the results of the selection staffing.◆ Indicate why the decision was made regarding the placement of the child and who participated in the decision.
Source	<p>DHS workers can complete this form on line using the template in the public state-approved adoption forms folder on Outlook.</p>
Completion	<p>The staffing committee completes two copies of the form at the adoption staffing held to select a family for a particular child or sibling group.</p>
Distribution	<p>Keep one copy in the child's record and one copy in the family's DHS file.</p>
Data	<p>The form addresses:</p> <ul style="list-style-type: none">◆ Consideration of placement with relatives.◆ Consideration of placement with foster parents.◆ Consideration of placement of siblings.◆ Strengths of the selected family.◆ Needs of the family that will require additional support.◆ Other considerations.◆ Option of alternate family.

Adoption Subsidy Agreement, Form 470-0749 and 470-0749(S)

Purpose	Form 470-0749 or 470-0749(S) serves as the agreement between the Department and the adoptive family.
Source	DHS workers can complete the English version of this form on line using the template in the public state-approved adoption forms folder on Outlook. Print the Spanish version of this form from the sample in the manual.
Completion	<p>The adoption worker prepares a separate agreement for each child. Three copies are prepared for an initial agreement. Each adoptive parent, the adoption worker, and the service area manager must sign the agreement.</p> <p>An agreement for presubsidy may be completed at any time during the adoptive placement, but before finalization of the adoption. No presubsidy payments can be made before the application is completed and the agreement for subsidy is completed and signed by all parties.</p> <p>The agreement for subsidy is prepared before finalizing the adoption and whenever the subsidy agreement is modified.</p>
Distribution	<p>After all signatures have been obtained for the initial agreement, distribution is as follows:</p> <ul style="list-style-type: none">◆ Keep the original in the child's file.◆ Provide one copy to the adoptive family.◆ Include one copy with the court report. <p>For revisions, keep the original in the case record and give the copy to the adoptive family.</p>
Data	<p>The form identifies:</p> <ul style="list-style-type: none">◆ The type of agreement (presubsidy or subsidy).◆ The parties to agreement (DHS and the adoptive parents).◆ The characteristics of the special needs child.

- ◆ A summary of the benefits agreed to:
 - If the family is to receive a monthly maintenance subsidy or a special maintenance allowance for the child, check the box and fill in the amount and the effective date.
 - Check the box for medical assistance and either the IV-E or non-IV-E box and fill in the effective date.
 - State the nonrecurring expenses and the cost for each item, or the estimated cost.
 - If the child is to receive special services, state the reason and the service needed by the child.

Each agreement must be signed and dated by the adoptive parents, the adoption worker, and the service area manager. Insert the date that a copy of the agreement was provided to the adoptive family.

Adoption Subsidy Special Needs Professional Documentation, Form 470-4312

Purpose	The <i>Adoption Subsidy Special Needs Professional Documentation</i> form serves as a tool to document a child's special needs for eligibility for adoption subsidy and IV-E finding.
Source	Print supplies of this form from the sample in the manual.
Completion	<p>The adoption worker shall send the form to the medical, mental health, or mental retardation professional. The professional shall complete the form before the date of the court hearing to finalize the adoption of the child.</p> <p>Do not enter the adoption subsidy rate into FACS until receipt of the adoption court order.</p>
Distribution	Keep the original in the child's case file. A copy may be provided to the resource family upon their request.
Data	When sending the form, provide all available information about the child for use by the professional person for a thorough assessment of the child. This may include evaluations, school reports, provider reports, and home studies, as well as input from parents and the resource family.

AdoptUsKids Website Waiver, Form 470-4155

Purpose	In some instances, it may be in the child's best interests to recruit only adoptive families who reside in Iowa. In those cases, Iowa KidsNet would not want to list the child on AdoptUsKids national photolisting web site. Form 470-4155 documents this request.
Source	Complete this form on line using the template in the public state-approved forms folder on Outlook.
Completion	The child's adoption worker completes two copies of this form ONLY when the worker does not want Iowa KidsNet to register a child or sibling group on AdoptUsKids national photolisting web site. The child's guardian signs and dates the completed forms. A waiver form must be completed and signed for each child in a sibling group.
Distribution	<p>Send completed waiver forms via fax or mail to:</p> <p>Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Avenue Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399</p> <p>Place one copy of the <i>AdoptUsKids Website Waiver</i> in the child's case record.</p>
Data	This form requests a reason for not considering out-of-state families and requires a guardian signature.

Agreement and Consent for School Activities, Form 470-4538

Purpose	The <i>Agreement and Consent for School Activities</i> is an agreement between the foster child's parent and the foster parents to allow the foster child to participate in school activities such as field trips, sports, dances, etc.
Source	Print the form from the sample in the manual and complete it by hand.
Completion	<p>The caseworker shall facilitate the <i>Agreement and Consent for School Activities</i> for completion by the foster parents and at least one of the foster child's parents.</p> <p>The caseworker or the foster parent can fill in the foster child's name and item 1.</p> <p>Then give the form to the foster child's parent to fill in item 2, if applicable, sign, and return to the resource parents for their signature. The consent date is the date the foster child's parent signs the agreement.</p> <p>The foster parents then sign the form and provide the completed form to the caseworker.</p> <p>Complete a new <i>Agreement and Consent for School Activities</i> if there is a school activity not listed in the original consent or if the date of the consent has expired.</p>
Distribution	Keep the original form in the child's case file. Provide a copy to the foster parents and the foster child's parent.
Data	The parent may consent or deny consent for the child's participation in specific activities.

Agreement of Placement for Adoption, Form 470-0761 and 470-0761(S)

Purpose	The purpose of forms 470-0761 and 470-0761(S) is to set the conditions under which a child is placed in an adoptive home.
Source	DHS workers can complete either the English or the Spanish version of this form on line using the templates in the public state-approved adoption forms folder on Outlook.
Completion	<p>The child's worker prepares an original and one copy of the <i>Agreement of Placement for Adoption</i> on the day of placement.</p> <p>The form requires the signature of each adoptive parent. Since guardianship is with the Department of Human Services, the adoption worker and the service area manager or designee from the receiving service area also sign the form.</p> <p>When an adoptive placement is made while the termination of the birth parents' parental rights is under appeal, complete section IV and fully explain the implications of this situation to the adoptive family.</p> <ul style="list-style-type: none">◆ Emphasize the fact that the adoption cannot be finalized until the appellate decision is made.◆ Explain that there is a possibility that the child could be removed from care in the adoptive home if the termination decision is overturned on appeal.
Distribution	Give one copy to the adoptive parents, put one copy in the child's adoption file, and put one copy in the adoptive parent's file.
Data	<p>Indicate that the family will pay the cost of medical care for the child unless the placement is in anticipation of a subsidized adoption. When subsidy is anticipated, indicate that the cost is a shared responsibility of the Department and the family.</p> <p>If termination of parental rights is under appeal at the time of placement, when you receive a copy of the procedendo, enter the appellate decision and date at the bottom of the form, and inform the adoptive family of the decision.</p>

Agreement to Future Adoption Subsidy, Form 470-0762 and 470-0762(S)

Purpose	Form 470-0762 or 470-0762(S) serves as a contract between the Department and the adoptive family, in place of an <i>Adoption Subsidy Agreement</i> , form 470-0749, for subsidy cases that are initially inactive.
Source	DHS workers can complete the English version of this form on line using the template in the public state-approved adoption forms folder on Outlook.
	Print the Spanish version of the form from the sample in the manual.
Completion	The adoption worker prepares this form before the final adoption hearing. When several children are placed together, complete an <i>Agreement to Future Adoption Subsidy</i> for each child.
Distribution	When completed and signed by the adoption worker and service area manager, send the form to the adoptive family for signature (if the form was not completed with the adoptive family present).
	Include the original form in the final court report. Make three copies. Give one to the adoptive family, put one in the family's inactive file, and put one in the child's file.
Data	The form identifies the special needs child and the adoptive family.

| **Application for Adoption, Form 470-0743 and 470-0743(S)**

Purpose	<p>The purpose of form 470-0743 is to provide:</p> <ul style="list-style-type: none">◆ A formal request by the prospective adoptive parents for the placement of a child in their home.◆ Identifying and descriptive information concerning the prospective adoptive parents to be used by the worker assigned to make a home study.
Source	<p>The English version of the <i>Application for Adoption</i> is printed in pads of 25 forms. Order supplies from Iowa State Industries at Anamosa.</p>
	<p>The Spanish version of the form can be printed from the on-line manual or photocopied from the sample in the paper manual.</p>
Completion	<p>When an individual or couple wishes to adopt a child with special needs through the Department, the adoption worker is responsible for having the form completed and signed by the applicants.</p> <p>The worker may need to assist the family in completing the application, particularly in understanding the definition of "special needs" children.</p>
Distribution	<p>Keep the original in the applicant's file. Make a photocopy of the completed form for the applicant and for the service area office, if requested.</p>
Data	<p>The worker completes the box in the top right corner indicating who received the form and the date received.</p> <p>The applicants complete the sections on:</p> <ul style="list-style-type: none">◆ Identifying information.◆ The type of child the applicant can best parent.◆ Factual information about the applicants.◆ Acknowledgment and signature.

Application for All Social Services, Form 470-0615 and 470-0615(S)

Purpose Forms 470-0615 and 470-0615(S) collect information needed to determine eligibility for social services and IV-A-funded emergency assistance services and record the Department's determination of IV-A eligibility.

Source Form 470-0615 is printed in pads of 25 two-part carbonized sets. Order supplies from Iowa Prison Industries at Anamosa. The English version is also available as a template on Outlook.

The Spanish translation, form 470-0615(S), can be printed from the on-line manual.

Completion Prepare an original and one copy of this form when:

- ◆ A person wishes to apply for services that are not court-ordered.
- ◆ A referral for service is made after an abuse assessment (unless an application is already on file).
- ◆ A decision is made to provide one or more of the following services:
 - Family-centered services
 - Family preservation
 - Shelter care (except for placements of less than 48 hours)
 - Foster family care
 - Protective child care
 - Adolescent monitoring and outreach

This application is not required for PMIC placements.

- ◆ When eligibility redetermination is necessary for one of the services listed above (every 12 months for IV-A eligibility and every 6 months for voluntary case reviews).

Child welfare services require Part A of the application to be done initially, and either Part A or a court order to be done every six months thereafter. Part B of the application is required to be completed initially and reviewed annually for IV-A funded services.

Complete the application for IV-A purposes regardless of whether services are court-ordered or require IFMC review and authorization, or whether the client is expected to be Medicaid-eligible.

The DHS worker (or the juvenile court officer) completes the form with the applicant. DHS workers complete the entire form. Juvenile court officers complete the form except for the signature section in Part B.

The completed application must have the signature of a Department worker certifying approval of eligibility at the bottom of Part B.

The application covers all members of a family when their services are recorded in one case record. Sign and date the application on the day it is received.

Complete the name and the address of the family's legal residence.

The applicant certifies the information by signing and dating the form. Signature of the parent or specified relative is not required for child abuse assessments and when the child is in DHS custody. When an applicant's signature is required, a parent or one of the following specified adult relatives must sign the application:

- ◆ Father, adoptive father, or stepfather
- ◆ Mother, adoptive mother, or stepmother
- ◆ Grandfather, grandfather-in-law, or adoptive grandfather
- ◆ Grandmother, grandmother-in-law, or adoptive grandmother
- ◆ Great-grandfather, great-great-grandfather
- ◆ Great-grandmother, great-great-grandmother
- ◆ Brother, half brother, or stepbrother
- ◆ Brother-in-law or adoptive brother
- ◆ Sister, half sister, or stepsister
- ◆ Sister-in-law or adoptive sister
- ◆ Uncle, aunt, half-uncle, or half-aunt

- ◆ Uncle-in-law, aunt-in-law
- ◆ Great-uncle, great-great-uncle
- ◆ Great-aunt, great-great-aunt
- ◆ First cousin, nephew, or niece
- ◆ Spouse of any person listed above, even though marriage is terminated by death or divorce

Distribution

Give the copy to the applicant or recipient. Keep the original in the case record. **Exceptions:**

- ◆ Forward abuse-related applications determined eligible for Title IV-A Emergency Assistance to a service worker as part of the referral for services.
- ◆ Send applications determined ineligible for Title IV-A Emergency Assistance to the service area manager for placement in the file of rejected applications.

Application for Subsidy, Form 470-0744 and 470-0744(S)

Purpose	Form 470-0744 or 470-0744(S) is used to apply for an adoption presubsidy or subsidy.
Source	Complete the English or Spanish version of this form on line using the templates in the public state-approved forms folder on Outlook.
Completion	<p>For presubsidy, the application may be completed at any time during the adoptive placement of the child, but before finalization of the adoption. No presubsidy payments can be made before the date of application.</p> <p>For subsidy, complete the application before the hearing to finalize the adoption.</p> <p>The adoptive family signs the form. The adoption worker signs the bottom portion to record receipt of the application.</p>
Distribution	Make a copy for the family after signing the bottom half. Keep the original in the child's subsidy case record.
Data	<p>For a presubsidy application, use the child's birth name.</p> <p>For a subsidy application, use the child's adoptive name.</p>

Authorization for Release of Child Abuse Information, Form 470-3301 and 470-3301(S)

Purpose	<p>Form 470-3301 or 470-3301(S) is used to:</p> <ul style="list-style-type: none">◆ To identify the requester of child abuse information in order to respond to the request.◆ To identify the person whose records are being requested in order to complete a child abuse record check.◆ To document the person's written authorization to release child abuse information about that person.◆ To record the dissemination of information.
Source	<p>Print or photocopy supplies of the English or Spanish version of this form from the samples in the manual.</p>
Completion	<p>Any person wishing to obtain authorization to access child abuse information may initiate the form. A separate form must be completed for each person whose information is being requested and must be signed by that person to document the written authorization.</p> <p>The person requesting the child abuse information completes Part A of the form.</p> <p>The person whose records are to be checked completes Part B to authorize the release of information.</p> <p>The information to be released to the requester is whether the individual checked is named as having abused a child on the Central Abuse Registry. Central Abuse Registry staff completes the Registry check.</p>
Distribution	<p>Send the form to the Central Registry at: Central Abuse Registry, Iowa Department of Human Services, 1305 E Walnut Street, Fifth Floor, Des Moines, Iowa 50319-0114. The Registry sends a completed copy to the requester.</p> <p>The Registry retains a photocopy to record the dissemination of information.</p>

Data

Part A identifies the requester, the purpose of the request, and the person who is the subject of the request.

Part B of the form contains the authorization for the Registry to release the requested information.

Central Registry staff complete Part C of the form to record the result of the request

Authorization to Release HIV-Related Information, Form 470-3225 and 470-3225(S)

Purpose	Form 470-3225 or 470-3225(S) is used to document a release of HIV-related information from the child or the child's parent or guardian. This is a specific release for DHS to share HIV-related information with those needing this information to provide care and treatment for the child.
Source	The English version of this form may be generated on line using the template in the public state-approved forms folder on Outlook or may be printed from the sample in the manual.
	Print or photocopy supplies of the Spanish version of this form from the sample in the manual.
Completion	<p>This form must be signed before the Department releases specific information about HIV.</p> <p>Having received the parent or guardian's permission does not waive the Department's responsibility to limit the access to those specific health care providers, school personnel, and others who have a "need to know" in order to plan and to deliver services and treatment.</p>
Distribution	Make two copies of the signed form. File the original in the case record and give a copy to the parent or guardian.
Data	The person giving authorization checks the authorized recipients of the information.

Background Report Part 1, Form 470-3615 and 470-3615(S)

Purpose	Form 470-3615 or 470-3615(S) provides a specific guide for completing the written background report required for each child in foster care.
Source	Print or photocopy the English or Spanish version of this form from the samples in the manual.
Completion	<p>The child's foster care worker shall complete the <i>Background Report Part 1</i> within 60 days of the date the child enters foster care or kinship placement.</p> <p>When termination of parental rights is issued, give an updated copy of <i>Background Report Part 1</i>, form 470-3615, to the worker responsible for completing <i>Background Report Part 2</i> (if different than the child's current worker).</p>
Distribution	<p>Keep one copy in the child's case record. A copy of the child's hospital birth records should be attached to the background report.</p> <p>Give a copy to the child's foster parents, relatives, and foster care agency provider along with a copy of the child's case permanency plan. NOTE: After termination of parental rights, a copy shall be included in the child's adoption and guardianship file.</p>
Data	<p>The child's parents, relatives, and foster parents should be consulted to obtain information needed to complete the background report.</p> <p>When completing section VII, if the parent is unavailable or refuses to provide information, the worker shall complete as much as possible, using available information.</p> <p>AIDS/HIV information may be shared only with written permission of the child's parent or guardian or by order of the court.</p>

Background Report Part 2, Form 470-3698 and 470-3698(S)

Purpose	Form 470-3698 or 470-3689(S) provides a specific guide for completing the written background report for each child whose parental rights have been terminated.
Source	Print or photocopy the English or Spanish version of this form from the samples in the manual.
Completion	<p>Within 30 days after the child's termination of parental rights order is issued, <i>Background Report Part 2</i> shall be completed by the child's foster care worker, placement worker, or adoptive worker, as determined by service area protocol.</p> <p>Get an updated copy of <i>Background Report Part 1</i> if the worker responsible for completing form 470-3698 is different from the past worker. (Remember to update FACS on the termination as well, to notify the Foster Care Recovery Unit.)</p> <p>Update <i>Background Report Part 2</i> annually for children with termination of parental rights who have not been placed for adoption.</p> <p>NOTE: <i>Background Report Part 1</i> and <i>Background Report Part 2</i> may be purchased as an "adoption preplacement service."</p>
Distribution	Keep one copy in the child's adoption record and guardianship file. Also give a copy to the child's foster parents, foster care provider agency, and prospective adoptive parents along with a copy of the child's case permanency plan.
Data	<p>Attachments to the background report shall include:</p> <ul style="list-style-type: none">◆ Hospital birth records◆ A current photo of the child◆ Current case plan◆ Immunization record◆ Current physical, psychiatric, psychological, school, and provider reports

Birth Parent Affidavit to Court, Form 470-3031 and 470-3031(S)

Purpose	Form 470-3031 or 470-3031(S) provides a means for birth parents to register with the court their choice of whether they want their names revealed or not revealed to an adult adoptee.
Source	Print or photocopy the English or Spanish version of this form from the samples in the manual.
Completion	The birth parents prepare this form after a release of custody is signed or when termination of parental rights is ordered under Iowa Code Chapter 232. The form must be notarized.
Distribution	<p>Make two or three copies, according to local practice. Add the original to the adoption record retained by the court at the time the adoption is finalized.</p> <p>Give a copy to birth parents. Keep a copy in child's adoption file (and guardianship file, if desired).</p>
Data	Self-explanatory.

Case Closure, RC-0101

Purpose	The <i>Case Closure</i> document is a summary of considerations made when closing a case.
Source	Print the document as needed from the sample in the manual.
Completion	The <i>Case Closure</i> document can be used as a desk aid for workers or a training tool.

Page 23 is reserved for future use.

Child Abuse: A Guide for Mandatory Reporters, Comm. 164 and Comm. 164(S)

Purpose	<i>Child Abuse: A Guide for Mandatory Reporters</i> is used to provide information regarding definition and statutory obligations for mandatory reporters in identification and reporting of suspected child abuse.
Source	Supplies of the English or Spanish version of this booklet may be printed from the on-line manual at: http://www.dhs.state.ia.us/policyanalysis/PolicyManualPages/SocialServ.htm - Protective Services
Distribution	The booklet has been designed for internal and external use. Upon request for this booklet, requester should be directed to the DHS Policy Analysis web site.

Child Abuse Assessment Parental Notification, Form 470-3239 and 470-3239(S)

Purpose	The purpose of forms 470-3239 and 470-3239(S) is to notify parents that a child protective assessment has been initiated regarding their child.
Source	<p>The English version of this form may be completed using the template available through the Document Generator (DOCM) screen on the STAR system.</p> <p>Print the Spanish version of this form from the sample in the manual and complete it by hand.</p>
Completion	<p>The assessment worker completes the form and mails it to the parents of a child within five working days of initiating a child protective assessment.</p> <p>If sending the parental notification is likely to endanger the child or other persons, consult with supervisory staff regarding how to proceed.</p>
Distribution	<p>Send one copy to the parents of the child.</p> <p>Make no distinction between custodial and noncustodial parents of a child. Notify both using this form.</p> <p>Maintain a copy in the case file.</p>
Data	<p>The STAR system enters:</p> <ul style="list-style-type: none">◆ The parent's name and address in the box provided.◆ The date of notification.◆ The incident number.◆ The name of the child subject.◆ The child protective worker's name, office phone number, and office address.◆ The type of abuse alleged.

Child Abuse Multidisciplinary Team Agreement, Form 470-0639

Purpose	The purpose of form 470-0639 is to formulate an agreement between the Department and professionals to provide a coordinated response to child abuse reports and services.
Source	This form may be completed on line using the template in the public state-approved forms folder on Outlook.
Completion	<p>Complete the form during the formation of a multidisciplinary team, before the dissemination of any individual child abuse information.</p> <p>All parties of the multidisciplinary team must sign, with final approval being the service area manager or designee.</p> <p>All parties must resign each agreement at least annually, beginning one year from the effective date noted on the agreement.</p>
Distribution	The service area manager or designee maintains the original agreement. Furnish one copy to each member of the team and one copy to the child protection services multidisciplinary team coordinator in the Division of Child and Family Services.

Child Abuse Registry Report Code Card, RC-0003

Purpose	The code card provides a list of all coded responses necessary to interpret computerized records of child abuse investigations on the Automated Child Abuse and Neglect (ACAN) system.
Source	Print the <i>Child Abuse Registry Report Code Card</i> from the on-line manual or photocopy it from the printed manual.

Page 28 is reserved for future use.

Child Care Assistance Eligibility Worksheet, Form 470-4057 and 470-4057(S)

Purpose	Form 470-4057 or 470-4057(S) provides a means to determine if an adoptive family should be referred to the Child Care Assistance Program.
Source	Print or photocopy the English or Spanish version of this form from the samples in the manual.
Completion	The worker completes this form during the subsidy negotiation process using information obtained from the family.
Distribution	Keep a copy in the child's record and give a copy to the adoptive family.
Data	The form examines income and service need criteria for Child Care Assistance.

Child Protective Assessment Cover Letter, Form 470-3479

Purpose	<p>The purpose of form 470-3479 is to communicate to the county attorney and the juvenile court:</p> <ul style="list-style-type: none">◆ The finding of the child abuse assessment.◆ The period that the Department, juvenile court, district court, and the county attorney are required to retain the report.
Source	<p>Complete this form on line using the template available in the public state-approved forms folder on Outlook.</p>
Completion	<p>The child protective worker issues this form following the completion of the assessment.</p>
Distribution	<p>Attach a copy of the form to a copy of the <i>Child Protective Services Assessment Summary</i> and submit them to the county attorney and the juvenile court.</p> <p>Maintain a copy of each notice for the case file.</p>
Data	<p>Enter the date, the name of the local child protective assessment office, and the name of the child protective assessment worker. Check the box that specifies the finding of the report.</p>

Child Protective Services Assessment Summary, Form 470-3240 and 470-3240(S)

Purpose Form 470-3240 or 470-3240(S) provides identifying information about the child subject and the household in which the child subject resides. The form assesses the child subject's safety at the same time that an evaluation of the incident reported is conducted.

This summary addresses the abuse reported and the determination of whether abuse occurred. If abuse is confirmed, the summary identifies the child subject and the person responsible for the abuse and indicates whether the incident requires placement on the Central Abuse Registry.

The form also documents the assessment of the family's needs and strengths, recommendation for services, and court intervention as indicated.

Source The English version of form 470-3240 is available for completion through the Case Flow home page.

Print or photocopy the Spanish version of this form from the sample in the manual.

Completion The child protective worker completes this form, with approval and sign-off by the supervisor.

Distribution Automatically provide the summary to the juvenile court, the county attorney, the child being assessed, and the child's parent (custodial and noncustodial) or guardian.

Provide the summary upon request and completion of request form for child abuse information to:

- ◆ The person alleged to be responsible for the abuse
- ◆ The mandatory reporter who made the report (for reports placed on the Central Abuse Registry only)

Data

Asterisked * items are generated by the STAR database system if information has been entered into STAR. Case name, address, phone, incident number, completion date, addendum date are pulled from HOME screen.

- * **Report Information:** Intake date, child protection worker, county name/county number (pulled from HIM screen).
- * **Assessment Findings:** Findings are pulled from ALEG screen and the STAT screen after completion of assessment and data entry. Exception: Safety assessment findings (generated by Case Flow home page for incident) and worker entry.
- * **Household Composition:** (pulled from HOME screen)
- * **Non-Custodial Parent:** (pulled from COMA screen)
- * **Others Involved in the Assessment – Not in Household:** (pulled from COMA screen). This field prints only if information is entered.
- * **Person Determined Responsible for the Abuse:** Complete only if abuse is confirmed (pulled from ZAPP screen).
- * **Intake Allegation Type:** (pulled from ALEG screen)
- * **Abuse Incident Reported:** (pulled from ALEG screen)

Summary of Previously Confirmed or Founded Reports Concerning Subjects: (pulled from STAR and ACAN for all victims, parents, and perpetrators). If the victim (on a prior report) is not a subject of the current report, the victim's name will be displayed as "confidential."

When parental rights have been terminated and a child abuse incident occurred before the termination, refer to the parents as "biological parents" rather than using their names.

Summary of Contacts: Include in this section:

- ◆ Whether confidential access was used and your rationale and justification according to policy for using confidential access, if applicable.

- ◆ A list of people you contacted in conducting the assessment (subjects, family members, and other collateral sources) and their role or position with the child or family.
- ◆ Date, time, and type of contact and the contact name, location and phone.
- ◆ The date and time you observed the child subject or your efforts to observe the child.
- ◆ Your rationale for delaying observation of the child beyond 1 or 24 hours or for not observing the child, if applicable.
- ◆ Physical evidence pertaining to the abuse allegations.
- ◆ Identification of those interviewed and a summary of their remarks.
- ◆ Your efforts to locate and interview the person alleged to be responsible for the abuse, if unavailable while conducting the assessment.
- ◆ Documents requested and examined pertaining to the abuse allegations.
- ◆ Relevant information from any previous Department contact with the child or family, including information obtained from child abuse Registry checks and Department case files.
- ◆ Findings from other states, if the family has lived elsewhere.

Summary of Contacts Addendum: When you reasonably believe that additional pertinent information will be available or additional relevant contacts will be made, indicate on the summary that you will complete an addendum.

Complete the "Summary of Contacts" related to the addendum. This field will appear only if an addendum is in progress.

Findings and Determination of Abuse Allegations:

Determine if abuse occurred.

- ◆ List the factors that must be proven for each type of abuse and state your conclusions and rationale.
- ◆ Enter your finding of not confirmed, confirmed, or founded.

Findings and Determination of Abuse Allegation

Addendums: Document the factors that must be proven for the type of abuse and state your conclusions and rationale. This field will appear only if an addendum is in progress.

Placement on Registry: (pulled from STAT screen) Enter child's name, the person responsible, the abuse type, your assessment finding, and justification whether the report meets the specifications for placement on the Registry.

Justification: For Registry placement, you must document the existence of one or more necessary circumstances that require placement of the report on the Registry.

For confirmed reports that are not placed on the Registry, document the justification for nonplacement.

NOTE: Reports that may be confirmed but not placed on the Registry are confirmed reports of denial of critical care through lack of supervision or lack of adequate clothing, or physical abuse that has been determined to be minor, isolated, and unlikely to reoccur according to policy.

For unconfirmed reports, document what factor of abuse was not evidenced.

Summary and Analysis of Safety/Risk Assessments:

Provide a narrative description of the safety/risk factors identified:

- ◆ Document a full description of information gathered regarding the safety of and risk to the child.
- ◆ Address safety factors identified in the safety assessment and the related family functioning domains associated with the safety factor. Document the safety decision and any actions taken to address safety issues.
- ◆ Document risk factors indicated on risk assessment relating to risk of abuse or reabuse.

Analysis may include the information gathered for the completion of safety and risk assessments such as:

- ◆ How long or how frequently abuse has occurred.
- ◆ Whether the caretaker responsible for the abuse accepts responsibility.
- ◆ Willingness and ability of a caretaker not responsible for the abuse to protect the child.
- ◆ The frequency, severity, and type of abuse.
- ◆ Factors or situations contributing to the abuse.
- ◆ The risks of child abuse for the child subject and any other children.

Scored Risk Level: The neglect, abuse, and scored risk levels will be pulled in from the *Family Risk Assessment* completed through the Case Flow home page for the incident. If the *Family Risk Assessment* has not been completed, levels will not appear in these three sections.

The final risk level score is pulled from the STAT2 screen in STAR. The STAR system uses this score to determine what the client's service eligibility is in based on findings, age, and risk.

Strengths/Needs (Address family functioning domains identified): Document your assessment of the family's strengths and needs, using the family functioning domains:

- ◆ Child well-being
- ◆ Parental capabilities (includes use of drugs or alcohol)
- ◆ Family safety (includes domestic violence)
- ◆ Family interactions
- ◆ Home environment

Identify domains as a strength or need. Address in the narrative section strengths and needs under each specific subsection that applies to the family. It is not necessary to address every item listed. Address items that are relevant to the given situation. You are not limited to only the items listed.

Review and consider information gathered from child and family interviews, collateral contacts, DHS service records, and all prior child abuse assessments.

No Protective Concerns: Where there are no identified protective concerns, summarize the strengths that support this conclusion. Remember to identify where the information was obtained (DHS case file, observation, family members, etc.)

Recommendations for Services: Address the actions developed jointly with the family to address identified needs. The plan of action should relate directly to the presenting problems and your analysis of family functioning:

- ◆ Consider if there are current resources, services, and supports available to the family that can meet the family's needs and increase protection for the child.
- ◆ Identify services and supports provided to the family that have failed to prevent the child's abuse or reabuse.
- ◆ Consider if caretakers refuse needed services or supports despite protective concerns, increasing children's risk.
- ◆ Document your recommendation for services.

Addendum to Analysis of Safety/Risk Factors: Use this section to update or edit the assessment after completion of original report. This header will print only if an addendum date has been entered in STAR.

Recommendations for Court Involvement: Enter your recommendations for juvenile or criminal court involvement.

- ◆ If you recommend juvenile court involvement, include:
 - A summary of the status of any current juvenile court involvement if the child is already adjudicated or adjudication is pending.
 - Your specific recommendations to the county attorney on the initiation or continuation of juvenile court action.
 - Your rationale to support that recommendation (e.g., family with founded abuse has refused offer of DHS services).

- ◆ If you do not recommend juvenile court involvement, include under "type of action" your rationale to support that recommendation (i.e., court is not recommended as abuse was not confirmed, or confirmed or founded and low risk).
- ◆ If you recommend criminal court involvement, include:
 - Reference to any joint assessment with law enforcement.
 - The status of the criminal investigation, when charges have already been filed in a matter.
 - Your specific recommendation to the county attorney regarding the initiation of any criminal prosecution.
 - Your rationale to support that recommendation.

Case Disposition Decision Support Tree: The age of youngest victim, the finding of the child abuse assessment, and the family risk score determine the family's eligibility for information, information and referral, community care, or DHS services.

Enter the responses to the three questions if the family meets criteria for consideration of a community care referral. This tool will not print if the print preview is selected.

Case Transfer: The referral date will automatically fill from STAR. Select the case transfer option based on service eligibility decision.

Signature Line: The supervisor and child protective worker signatures are automatically filled in based on approval in STAR.

Child Protective Services Intake, Form 470-0607

Purpose	Form 470-0607 documents information provided in a report of suspected child abuse and the Department's response to the report. It may also be used to gather information for a CINA intake.
Source	<p>Intake workers can:</p> <ul style="list-style-type: none">◆ Complete this form using the STAR database and the Case Flow home page, or◆ Complete the form using the template available on Outlook and transfer the data to STAR later.
Completion	The intake worker who receives the initial report of suspected child abuse or CINA intake completes this form on each referral, whether or not the referral is accepted for assessment.
Distribution	File the original in the case file. Send a copy to the intake supervisor. Make additional copies as needed. Send a copy of a child abuse intake to the county attorney.
Data	<p>Date: Enter the date you received the report of suspected child abuse or CINA.</p> <p>Time: Enter the time you received the report of child abuse or CINA intake using a 12-hour clock with "A.M." or "P.M." as needed.</p> <p>County #: Enter the county number.</p> <p>Intake Person: Enter the name or worker number of the person conducting the intake.</p> <p>Assigned Worker: Enter the name or worker number of the person assigned to complete the assessment if accepted.</p> <p>Incident #: Enter the number assigned by the STAR system.</p>

Household Name and Address: Enter the address for the residence of the child subject's family, whether or not the child currently resides there. Enter the zip code and county, if known. If the child has no family, enter the child's most recent address, if known.

If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered.

Directions to Home: If the child has no family, enter the child's most recent address, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered.

Telephones: Enter household telephone numbers including area code and any other contact phone numbers.

Current Location of Child Subject: If a child named as a subject is living outside the home, enter the name and address of the family or institution where the child is residing at the time of intake. If you gave the child's placement address as the household address, you need not reenter it.

Household Composition: Enter the name of each person residing in the household with the child subject. Complete this section as fully as possible, using the codes provided. STAR requires a numeric entry in the social security field. Race and social security number will not appear on a printed intake document downloaded from STAR.

Non-Custodial Parent: Enter the name, phone number, relationship of the noncustodial parent, date of birth of noncustodial parent, social security number, and name of child at address. Use the "comments" section to indicate the parent's workplace or any other information determined to be pertinent to the intake. Access ICAR as necessary.

Narrative Description/Child Safety Concerns: Enter the reported information in this section. Whenever possible, use the words of the reporter.

Summarize all allegations and other information needed to determine whether the referral provides information sufficient to justify a child abuse assessment or a CINA assessment. All cases accepted for a child abuse assessment must clearly state that the three criteria have been met.

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter notification and date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the name, date of birth, relationship to child, social security number, FACS ID, address, phone number. Use the "comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake. The social security number will not appear on a printed intake document downloaded from STAR. NOTE: This information is not required on CINA intake.

Collateral Sources: Enter name, phone, relationship of the collateral to the child, and address of collateral sources identified by the reporter or the intake worker.

Worker Safety Concerns: Add information about dangerous persons, animals, or conditions likely to be encountered during the assessment process. Indicate if the safety concerns includes others in addition to the child protective worker.

Allegations Abuse Type: Information carried over by the ALEG screen in STAR.

Disposition: Check the applicable box and indicate the date and time the report or CINA intake was accepted and assigned, or the date and time the report was rejected and the name of the supervisor making the rejection decision.

Reasons for Rejection: For a child abuse intake or CINA intake, indicate the reasons for the rejection and the date and time.

System Checks Completed: ACAN, IABC, FACS, STAR,

State ID: Enter the information from these data sources.

Mark the box for each database checked, regardless of whether it had information on the child, family, or person alleged responsible. Enter criminal history check results.

Additional Information: Include information learned from the results of checks of the databases in this section, as well as any other additional information that may be relevant to the assessment. Include information from additional reporters.

Intake Supervisor Timeframe to Accept or Reject: Check either the 1-hour or 12-hour period to accept or reject child abuse intake.

NOTE: The CINA intake decision period for the intake supervisor is one business day from the date and time of intake to make the decision and to refer an accepted CINA intake to the supervisor to assign the CINA assessment.

Supervisor Assignment of Response Time for Observation of the Child: Check either the 1-hour, 24-hour or 96-hour period for response time.

CINA Guidance Tool, RC-0077

Purpose	The <i>CINA Guidance Tool</i> lists the child in need of assistance definitions as they appear in the Iowa Code 232.2, subsection 6. The <i>CINA Guidance Tool</i> provides a directive as to when a child abuse assessment or CINA assessment is required.
Source	Print the <i>CINA Guidance Tool</i> from the on-line manual.
Disposition	The <i>CINA Guidance Tool</i> is an internal desk aid only.

CINA Intake Guidance Tree, RC-0097

Purpose	The <i>CINA Intake Guidance Tree</i> lists the CINA criteria. It provides a directive as to whether or not a case should be accepted for a CINA assessment.
Source	Print the <i>CINA Intake Guidance Tree</i> from the on-line manual.
Disposition	The <i>CINA Intake Guidance Tree</i> is an internal desk aid only.

CINA Services Assessment Summary, Form 470-4135

Purpose	Form 470-4135 is used during a CINA assessment when intake accepts a request for a CINA assessment.
Source	Complete this form on line using the template available on the Case Flow home page.
Completion	The child protective worker or SWII completes this form during the CINA assessment process. The form must be completed within 20 business days of receipt of an accepted referral for a CINA assessment.
Distribution	<p>A copy of the <i>CINA Services Assessment Summary</i> must be printed and kept in the case file.</p> <ul style="list-style-type: none">◆ If CINA action is recommended, refer to the local service area protocols as to whether the county attorney in that area requests a copy of the assessment form with the affidavit or petition.◆ If CINA action is not recommended, the form is not distributed.
Data	<p>The fields entitled client name, home phone, address, other phone, intake worker, CINA assessment worker, county, household composition are all auto filled from STAR.</p> <p>Non-Custodial Parent: Enter the name, date of birth, address, and phone number of the non-custodial parent.</p> <p>CINA Issue Reported: Provide a description of the CINA intake issues.</p> <p>Summary of any Previously Confirmed or Founded Reports Concerning Family Members: Enter the date, incident number, type of reports, victim and finding of reports.</p> <p>Summary of Previously Confirmed or Founded Report Concerning Subjects As found in ACAN: Enter date, incident number, person responsible, type, victim and finding of reports.</p>

Summary of Observation, Findings and Determination of

CINA Criteria: Use this area to refine and analyze the information gathered during the assessment to determine if the child meets the criteria for filing a CINA.

Summary of Contacts: Enter date, time, contact name, and contact summary.

CINA Assessment Summary: Use this area of the form to summarize the family's strengths and needs and to document any recommendations on filing a CINA and the identified services needed.

Family Functioning Domain: Complete this area of the form only if a CINA is being recommended. This area organizes the findings regarding the family's strengths and needs into family functioning domains that will be used in the *Family Case Plan*.

Case Disposition: This area indicates the type of services the case will be referred to. Based on the recommendation for services, indicate by checking the applicable box for the type of service recommended. Enter the date of referral to services.

Approval: The assigned worker must sign and date the form. Upon review and approval, the worker's supervisor must also sign and date the *CINA Services Assessment Summary*.

Community Care Desk Aid, RC-0098

Purpose	The <i>Community Care Desk Aid</i> , RC-0098, is used as a guide for Community Care eligibility and referral procedures.
Source	Print the <i>Community Care Desk Aid</i> from the on-line manual or photocopy it from the printed manual.
Disposition	The <i>Community Care Desk Aid</i> is an internal reference only.

**Community Care Explanation and Referral, Form 470-4128 and
470-4128(S)**

Purpose	<p>The <i>Community Care Explanation and Referral</i> is used when offering families a referral to Mid-Iowa Family Therapy Clinic, Inc. for community care services.</p> <p>The form includes an <i>Authorization to Obtain or Release Health Care Information</i>, which is a two-way release form used to get the permission of the client or the client's legally authorized representative to share health information with the community care contractor.</p>
Source	<p>Complete either the English or Spanish version of this form on line using the templates available in the state-approved forms folder on Outlook, which also include form 470-3951 or 470-3951(S), <i>Authorization to Obtain or Release Health Care Information</i>.</p>
Completion	<p>The child protective worker completes these forms during the child abuse assessment process to determine if the family wishes to be referred to Mid-Iowa Family Therapy Clinic for community care services. The family must sign and date the authorization form to consent to the release of information.</p> <p>Upon receipt of the signed <i>Authorization to Obtain or Release Health Care Information</i>,</p> <ul style="list-style-type: none">◆ Enter the release of obtained field and referral date on STAT screen in the STAR system.◆ Go to Case Flow and sending the referral to community care via the automated system process.
Distribution	<p>Mail the <i>Community Care Explanation and Referral</i> to the family along with the <i>Authorization to Obtain or Release Health Care Information</i>. Print a copy of the form and keep it in the child protective case file.</p>

Data

The family must return the *Authorization to Obtain or Release Health Care Information* to the child protective worker. Keep the original signed copy of the form in the case file.

On the cover letter, enter the date, the family's name and address, and your name.

On the authorization form, enter:

- ◆ The child's name, state identification number (if any), social security number, date of birth, and parent's or guardian's name.
- ◆ Your name, address, telephone number, and fax number in the first set of agency information.

In the "Specific Authorization For Release" section, secure the person or the person's legal representative's initials if mental health, AIDS/HIV-related, or substance abuse information is to be obtained or released.

NOTE: Only the person or the person's legally authorized representative can give consent to release or obtain mental health and AIDS/HIV-related information. Only the person can give consent to release or obtain substance abuse information.

Check the applicable box indicating the relationship of the person who signs the form to the person the information is concerning.

To use the form as the required documentation for the disclosure of mental health information, enter on the back of the form:

- ◆ The date.
- ◆ The name of recipient of information.
- ◆ The information disclosed.
- ◆ The name of the person who disclosed the information.

Confidential Verification of Birth, Form 588-0298VR

Purpose	Form 588-0298VR may be used to verify birth of a child when it has not been possible to obtain a copy of the birth certificate.
Source	Print the form from the on-line manual or photocopy the sample from the paper manual as needed.
Completion	The worker assigned to the child prepares two copies of this form when the Department of Human Services has guardianship of the child and it has not been possible to obtain a birth certificate.
Distribution	Keep one copy in the child's case record and send one copy to the Iowa Department of Health.
Data	The form identifies the person making the request and the child, parents, and birth information to be verified.

Consent to Adoption, Form 470-0755 and 470-0755(S)

Purpose	The Department uses the <i>Consent to Adoption</i> to file consent to the adoption of a child by an adoptive family.
Source	<p>Complete the English version of this form on line using the template in the public state-approved forms folder on Outlook.</p> <p>Print supplies of the Spanish version of the form 470-0755(S) from the on-line manual or photocopy the sample in the printed manual.</p>
Completion	<p>The child's adoption worker prepares two copies of this form when:</p> <ul style="list-style-type: none">◆ A child has resided in the home 180 days, or◆ The waiting period has been waived. <p>The service area manager signs the form on behalf of the Department. The form must be notarized.</p>
Distribution	Send one copy to the family's attorney and keep one copy in the child's case file.
Data	Insert the child's name as "minor" and insert the adoptive parent's names as "petitioner."

Counseling Affidavit, Form 470-3164 and 470-3164(S)

Purpose	<p>Form 470-3164 or 470-3164(S) is used to document to the court that birth parents were provided with an opportunity to receive information and a minimum of three hours of counseling before they signed a release of custody.</p> <p>Only certified adoption investigators, mental health professionals, private agency staff, or Department staff shall provide counseling to parents.</p> <p>To qualify as a counseling provider, mental health professionals, private agency staff, and Department staff must have two years of adoption work experience in the direct provision of adoption services.</p>
Source	<p>Print or photocopy the English or Spanish version of this form from sample in the manual.</p>
Completion	<p>The person who offered or provided counseling to parents prepares this form after the birth of the child and before the signing of a release of custody, or the filing of a petition for termination of parental rights under Iowa Code Chapter 600A.</p> <p>When termination of parental rights is initiated under Iowa Code Chapter 232 and the parents indicate to Department workers that they wish to sign a release of custody of their child, contact the county attorney to determine if the counseling requirement applies.</p>
Distribution	<p>Make three copies of the completed form. Attach a copy to the release of custody, along with documentation that the person providing the counseling is qualified to provide counseling.</p> <p>Give a copy of the affidavit to the parents and maintain a copy in the child's case file.</p>
Data	<p>Complete either section 1 or section 2, depending on whether the family accepted or refused counseling.</p>

CPS and CINA Intake Decision Tree, RC-0076

Purpose	The <i>CPS and CINA Intake Decision Tree</i> , RC-0076, is a desk aid to be used at intake to determine if a child abuse assessment should be accepted and the response time that must be met based on the report. The desk aid also indicates CINA criteria for a referral to be accepted for a CINA assessment or if an information or referral only is appropriate.
Source	The <i>CPS and CINA Intake Decision Tree</i> is available from the on-line manual.

CPS Assessment – Case Disposition Decision Tree, RC-0093

Purpose	The <i>CPS Assessment – Case Disposition Decision Tree</i> is for use by departmental CPS staff as a desk aid regarding general procedural steps in determining case disposition based on the age, finding, and risk of a child abuse assessment.
Source	The <i>CPS Assessment – Case Disposition Decision Tree</i> is available from the on-line manual.

Criminal Record Case Codes, RC-0095

Purpose	<p>RC-0095 is a desk aid for Departmental staff that lists the criminal record case codes. The codes are used when criminal record checks are completed on line regarding allegations that include an allegation of a criminal act, or indications of possible child or worker safety concerns.</p> <p>Staff may use on-line criminal record checks, contact local law enforcement, or submit a request to the Department of Public Safety, Division of Criminal Investigation.</p>
Source	<p>Print the <i>Criminal Record Case Codes</i>, RC-0095, from the on-line manual.</p>

DHS Criminal History Record Check, Form 595-1396 and 595-1396(S)

Purpose	<i>DHS Criminal History Record Check</i> , form 595-1396 or 595-1396(S), is used to request a check for criminal records on any person believed to be responsible for abuse or alleged abuse to a child.
	The Division of Criminal Investigations (DCI) in the Iowa Department of Public Safety also uses this form to report the results of the record check.
Source	The English version of this form is printed in pads of 50 two-part carbonized sets. The Spanish version is printed in individual sets. Order supplies from Iowa Prison Industries in Anamosa.
Completion	<p>Department child protection staff initiate this form when there is an indication that a person may have a criminal record that may yield a determination of risk to a child.</p> <p>You do not need the person's permission or signature to conduct a criminal history check. Obtain the person's signature acknowledging that a record check will be conducted when it is necessary to acquire information on a deferred judgment disposition or arrests without a disposition over 18 months old.</p>
Distribution	<p>Mail the white copy to the Division of Criminal Investigations at the address listed on the form, or fax a copy to DCI at 515-725-6080. Keep a copy of each form in the originating office until the original is returned.</p> <p>The Department of Public Safety returns the form to the submitting office when the record check is completed. Retain the original in the protective assessment case record. Destroy the copy.</p>
Data	The form is designed to be used with a window envelope for mailing to the DCI

Complete the form as follows before submitting:

- ◆ Enter your name and work address in the "From:" space. Be sure to enter your complete mailing address.
- ◆ Check "Child Abuse" as the purpose for the request.
- ◆ Enter the name, maiden name, sex, social security number, and birth date of the person whose records are requested.
- ◆ Sign the form in the "Signature of Requester" box.
- ◆ If applicable, person whose record is to be checked signs the form in the waiver section (to allow access to deferred judgment disposition and arrests without a disposition over 18 months old).

Dissemination Desk Aid, RC-0049

Purpose	RC-0049 is used to identify: <ul style="list-style-type: none">◆ The type of information that can be released to specific to persons upon request.◆ The form on which the request is be to be submitted.
Source	Print the <i>Dissemination Desk Aid</i> from the on-line manual or photocopy it from the printed manual.
Data	The first column lists the people or entities that have access to child abuse information. The remaining columns list the information to be released and the forms to be submitted by the requester, according to the status of the report finding.

Founded

- ◆ Form 470-3243, *Notice of Child Abuse Assessment: Founded*, is the notice sent upon completion of a founded child abuse assessment.

The written summary is provided with the notification to the subjects. Other persons receiving the notification may request the written summary using this form.

- ◆ Form 470-0643, *Request for Child Abuse Information*, is used to request and respond to inquiries on child abuse record. Founded child abuse information is released using this form.

All local offices are authorized to release founded, confirmed, and not confirmed information to the subjects of a report or their legal representatives. The Central Abuse Registry staff or the designated field office staff determine authorized access and necessary information to be released.

Confirmed Not Registered

Only the field offices can release information or written summaries to authorized persons or entities on reports that are confirmed but not registered, because this information is not on the Registry.

- ◆ Form 470-3575, *Notice of Child Abuse Assessment: Confirmed Not Registered*, is the notice sent upon completion of a child abuse assessment where abuse is confirmed but not registered.

The written summary is provided to the subjects with the notification.

- ◆ Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than to the subjects or their legal representatives, Department staff for official duties, the juvenile court, and the county attorney.

Not Confirmed

Only the field offices can release information or written summaries to authorized individuals or entities on reports that are not confirmed, because this information is not on the Registry.

- ◆ Form 470-3242, *Notice of Child Abuse Assessment: Not Confirmed*, is the notice sent upon completion of a child abuse assessment where abuse is not confirmed.

The written summary is provided with the notification to the subjects.

- ◆ Form 470-0429, *Consent to Obtain and Release Information*, is required for release to persons other than to Department staff for official duties, subjects or their legal representative, the juvenile court and the county attorney.

Part B for All Findings:

Only the field offices can release information or written summaries to authorized individuals or entities from Part B of the abuse report, because this information is not on the Registry.

Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than to Department staff for official duties, the juvenile court, and the county attorney.

Policy requires that all subjects of a report be sent a copy of the assessment upon completion. (**Exception:** The noncustodial parent must request the written summary.)

Drug Test Authorization, Form 470-4486

Purpose	Form 470-4486, <i>Drug Test Authorization</i> , is used to authorize payment for drug testing of children or adults during a child abuse assessment or during ongoing services.
Source	Complete this form on line using the template in Case Flow.
Completion	The Department child protective assessment worker or social worker prepares the form when a drug test is authorized.
Distribution	The worker selects the "submit form" option after selecting "Protocol" and sends to supervisor for approval. The provider will have access to view the authorization on a web page and prints the form to accompany specimen to the lab. Retain control copy in the child's case record.
Data	<p>Complete the form as follows:</p> <p>Authorization Number: Automatically generated when the FACS ID or incident number is entered, and autopopulated.</p> <p>Version Number: Autopopulated when the authorization is modified (e.g., additional testing needed or correction of name).</p> <p>New/Modified: Autopopulated, will state "new" or "modified."</p> <p>Service Area: Autopopulated, digit (1-8).</p> <p>County: Autopopulated, a two-digit county number.</p> <p>Collection Agency: Drop down options; select on an agency.</p> <p>Fund Source: Select from "Child Protective Services," "court ordered," "child welfare services," and "decat."</p> <p>Incident Number: Autopopulated from Case Flow.</p> <p>Adult(s) Referred or Child(ren) Referred: All autopopulated from the incident (children, adults in household, noncustodial parent and persons responsible).</p> <p>Remove Individual: Delete all persons who are not to be referred for testing.</p>

FACS ID: Autopopulated.

Date of Birth: Autopopulated.

State ID: Autopopulated for child.

Medicaid-Eligible: Enter "yes" if the child is Medicaid-eligible.

Add Test: Selecting "add test" displays a screen to enter the following information, which will autofill on the form after entry.

Test Type: Select type of test on drop down option of urine, saliva, sweat patch, hair stat, etc.

Protocol: Select one type and frequency of test on the protocol screen:

- A. Laboratory-based urine analysis, 9 panels
 - 1. One test
 - 2. One test per month for three months
 - 3. Two random tests per month for one month; then two random tests per month for two months
NOTE: On **ongoing** cases, when there are **two** consecutive negative results, change the authorization to **stop** further testing.
 - 4. Three random tests per month for one month; then two random tests per month for two months
 - 5. Four random tests per month for one month; then three random test for one month; then two random test for one month
 - 6. Five random tests per month for one month; then three random test for one month; two random tests for one month
 - 7. Six random tests per month for one month; then four random test for one month; then two random tests for one month
 - 8. Seven random tests per month for one month; four random tests for next month; two random tests per month for next month

9. Two random tests per week for one month; four random tests for next month; two random tests per month for next month
10. Three random tests per week for one month; four random tests for next month; two random tests for next month
11. Other, describe (must also indicate rational for choosing this option) _____ Total tests

B. Laboratory-based urine analysis, 9 panels plus alcohol

1. One test
2. One test per month for three months
3. Two random tests per month for one month; then two random tests per month for two months
NOTE: On **ongoing** cases, when there are **two** consecutive negative results, change the authorization to **stop** further testing.
4. Three random tests per month for one month; then two random tests per month for two months
5. Four random tests per month for one month; then three random test for one month; then two random test for one month
6. Five random tests per month for one month; then three random test for one month; two random tests for one month
7. Six random tests per month for one month; then four random test for one month; then two random tests for one month
8. Seven random tests per month for one month; four random tests for next month; two random tests per month for next month
9. Two random tests per week for one month; four random tests for next month; two random tests per month for next month
10. Three random tests per week for one month; four random tests for next month; two random tests for next month

11. Other, describe (must also indicate rational for choosing this option) _____ Total tests

C. Patch test, 5 panels

1. One test
2. One patch per month for three months
3. Two random patches per month for three months
NOTE: On **ongoing** cases, when there are **two** consecutive negative results, change the authorization to **stop** further testing.
4. Two consecutive patches
5. Four consecutive patches
6. Six consecutive patches
7. Six random patches for three months
8. Other, describe (must also indicate rational for choosing this option) _____ Total patches

D. Hair test, 5 panels

1. One test
2. Other, describe (must also indicate rational for choosing this option) _____ Total tests

E. Laboratory-based saliva test, 6 panels

1. One test
2. One test per month for _____ months/90days
3. Two random tests per month for one month; then two random tests per month for two months
4. Three random tests per month for one month; then two random tests per month for two months
5. Four random tests per month for one month; then three random tests for one month; then two random tests for one month
6. Five random tests per month for one month; then three random tests for one month; then two random tests for one month

7. Six random tests per month for one month; then four random tests for one month; then two random tests for one month
8. Seven random tests per month for one month; then four random tests for next month; then two random tests per month for next month
9. Two random tests per week for one month; then four random tests for next month; then two random tests per month for next month
10. Three random tests per week for one month; then four random tests for next month; then two random tests for next month
11. Other, describe (must also indicate rational for choosing this option) _____ Total tests

F. Fingernail test, 5 panels

1. One test
2. Other, describe (must also indicate rational for choosing this option) _____ Total tests

G. Saliva alcohol test, detects at various blood alcohol levels

1. One test
2. Other, describe (must also indicate rational for choosing this option) _____ Total tests

H. Instant urine analysis, 1 test

1. Five-panel dip with adulterant strip
2. To detect OxyContin, use 9-panel with adulterant strip
3. To detect use of prescription drugs except OxyContin, 10-panel with adulterant strip

I. Instant saliva test, 1 test

1. 6-panel Oratec HM 12
2. To add an alcohol test, Oratec HMA 12

Stop Date: Date is autofilled 90 calendar days from authorization date. You may enter another date.

Retest: Click on "retest" and select the reason for retesting. (Three reasons for retesting are allowable on a child abuse assessment: diluted sample, insufficient sample, or contaminated sample.) "Y" or "N" will be entered on form.

Collection Mode: Three choices by site.

Total Cost: System calculated and autofilled.

Edit: Select if changes are needed on the test authorization.

Delete: Option to delete the test.

Request Initiated By: The name of the child protective worker or social work case manager will autofill.

Phone: Enter your phone number.

Email: Worker's E-mail is autofilled.

Fax: Enter your fax number.

Date of Authorization: Enter the current date or a prior date. Default is current date.

Authorization Expiration: Autofill defaults to 90 days from the authorization date.

Total Cost: Autofills according to the type of test requested.

Send the form to your supervisor for approval by selecting the "send to supervisor" option.

Approved By: Defaults to supervisor, supervisor clicks on "approval by supervisor." If funding is "court ordered" or "decat," service area protocol shall designate the staff to authorize the request.

Worker receives an E-mail displaying the supervisor's action.

Approved Date: Autofilled from the supervisor's entry.

NOTE: The Welcome screen will store authorization numbers by worker name to be available to check results after testing.

Drug Testing Guidelines, RC-0090

Purpose	The <i>Drug Testing Guidelines</i> is a desk aid to be used as a decision making tool for determining the particular method to use for drug testing. The <i>Drug Testing Guidelines</i> lists the types of drug tests available and indications for use. The pros and cons of each type of drug test are listed, as is a window time of detection for each.
Source	The <i>Drug Testing Guidelines</i> is available from the on-line manual.

Exchange Referral of Family, Form 470-0752

Purpose	Licensed child-placing agencies or certified adoption investigators may use Form 470-0752 to register an approved family on the Iowa Adoption Exchange System. (DHS staff can register a family through the FACS system.)
Source	Print supplies of this form from the on-line manual or photocopy the sample in the printed manual.
Completion	<p>The child-placing agency worker or adoption investigator prepares two copies of this form when the agency or investigator wishes to have the Department place an approved family on the Exchange, instead of accessing the system directly.</p> <p>Note: A family can be listed on the exchange only if the family has a current home study and has indicated on the <i>Application for Adoption</i> the intent to adopt a child with special needs.</p>
Distribution	The agency or investigator keeps one copy and submits the original to a Department field office.
Data	<p>The top area is self-explanatory except for registration status codes. Insert A2 for an original active case.</p> <p>Sections I, II, and IV are self-explanatory.</p> <p>In Section III, enter an X next to the number of children the family wishes to adopt. From one to three selections can be entered under race. At least one selection must be made under sex and under mental, physical or behavior disability.</p> <p>Under age range, enter the youngest and the oldest age that a family feels they can best parent. Indicate whether the family would accept a child whose termination of parental rights is under appeal and whether the family would allow contact with the child's birth relatives.</p> <p>In Section V, enter the licensed child-placing agency worker or the certified adoption investigator's name and data.</p>

Facility Assessment Checklist for Child Care Centers, Form 470-3853

Purpose	Form 470-3853 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed child care center.
Source	Print the checklist from the on-line manual or photocopy it as needed.
Completion	Child protection workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

Facility Assessment Checklist for Child Care Homes, Form 470-3854

Purpose	Form 470-3854 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a registered or unregistered child-care home.
Source	Print the checklist from the on-line manual or photocopy it as needed.
Completion	Child protection workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

Facility Assessment Checklist for Foster Family Homes, Form 470-3855

Purpose	Form 470-3855 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a licensed foster family home.
Source	Print the checklist from the on-line manual or photocopy it as needed.
Completion	Child protection workers may use this form to assist them in completing individual facility assessments.
Distribution	If the checklist is completed, file it in the assessment file.
Data	Workers may check or enter dates on each item to record completion.

Facility Assessment Checklist for Group Care, Form 470-3856

Purpose	<p>Form 470-3856 summarizes tasks to meet policy requirements and recommended practice when responding to a report of abuse in a group care facility, such as:</p> <ul style="list-style-type: none">◆ A residential group care facility◆ A shelter care facility◆ A detention center◆ A psychiatric medical institution for children◆ A juvenile institution◆ An ICF/MR for children◆ A hospital◆ A nursing facility◆ A licensed substance abuse treatment facility
Source	<p>Print the checklist from the on-line manual or photocopy it as needed.</p>
Completion	<p>Child protection workers may use this form to assist them in completing individual facility assessments.</p>
Distribution	<p>If the checklist is completed, file it in the assessment file.</p>
Data	<p>Workers may check or enter dates on each item to record completion.</p>

Page 61 is reserved for future use.

Page 62 is reserved for future use.

Family Case Plan, Form 470-3453 and 470-3453(S)

Purpose

The *Family Case Plan*, form 470-3453, is the official record of the Department's involvement with the family. It serves to:

- ◆ Help document the child and family conditions and concerns that caused the family to become involved with the child welfare system.
- ◆ Ensure that:
 - The family's voice is included in developing the service plan.
 - Child and family strengths are identified and used in service planning.
- ◆ Help determine and document the most appropriate type, level, and intensity of services and supports needed to assure and promote child safety, permanency, and well-being.
- ◆ Document compliance with applicable state and federal laws and regulations.

The face sheet includes identification, statistical, historical, service summary, and placement information for the family. The family's plan includes a description of:

- ◆ A plan to keep children safe.
- ◆ Individual family strengths, supports, and needs.
- ◆ How the strengths and family supports can be used to assist the family in self-directed change.
- ◆ How the Department and others will assist the family in overcoming the needs.

Source	<p>These forms are all accessed and completed via the DHS Case Flow web site at this address: http://dhsintranet/cwis_caseflow/</p> <ul style="list-style-type: none">◆ <i>Family Case Plan Face Sheet, Part A</i>◆ <i>Family Case Plan, Part B</i>◆ <i>Child Placement Plan, Part C</i>◆ <i>Family Functioning Domain Criteria, form 470-4138</i> (also located on Outlook under State Approved Forms/Services), which explains what information, child/family issues, and assessment criteria should be considered in each of the five domain areas◆ <i>Family Profile Services Decision Support Tool, form 470-4130</i>◆ Family Risk Reassessment
Completion	<p>The DHS social work case manager assigned to the child and family is responsible for preparing the case plan to provide a comprehensive assessment view of the child and family that focuses on the major needs of the child, the parents, and, if applicable, the foster parents related to child safety, permanency, and well-being.</p> <p>The case plan must be completed within 45 calendar days of opening a DHS child welfare service case.</p> <p>The case plan must be reviewed every 90 calendar days thereafter, or more frequently if there are significant changes or if required by the court, while the case remains open.</p> <p>Some information for the case plan will automatically be filled in from information entered on the child and family in the FACS system. Note that information will auto-fill to the case plan only if the information has been entered in FACS. If the information has not been entered in FACS, it will not appear in the case plan and must be entered by the worker when the case plan is prepared.</p>

- Distribution
- Obtain the necessary signatures on the plan and indicate which persons participated in developing or reviewing the plan:
- ◆ Distribute the *Family Case Plan*, including the *Family Case Plan Face Sheet*, when it is first developed to all of the persons listed on the Signatures and Notifications page.
 - ◆ Distribute copies of any altered or revised case plan, including Part A, Part B, and Part C, if applicable, and the completed review section, to all of the persons listed on the Signatures and Notifications page.
 - ◆ Print a copy of all initial and reviewed case plans, including Part A, Part B, and Part C, if applicable, and the completed review section and place in the case file.

Data

Family Case Plan Face Sheet, Part A

- ◆ Identifying information on the child's name, FACS ID, date of birth, address, and family members will be filled in from FACS.
- ◆ Service history and placement history information will be filled in Parts A and B, and Part C if the child is in placement, based on information entered in the FACS system about services opened for the child and family in the FACS system.
- ◆ The case manager completes the "Additional Services" section. It will not be auto filled, as information on these services is not contained in the FACS system. This information, once entered by the worker, will be saved and become part of the case plan history over the life of the case.
- ◆ The case manager enters information on any court involvement into FACS on the Court Detail screen. This information will then be filled into the Court Involvement section of *Family Case Plan Face Sheet*, Part A.

- ◆ Information shown in green on Part A can be suppressed for safety reasons, such as when the safety of a foster child or foster parent could be jeopardized by printing the address or there are domestic violence issues or a restraining order between the child's parents.

To suppress all the information shown in green, click on the box "Suppress All Sensitive Data," or individual lines can be highlighted and removed. Suppressed information reappears when the case flow form is reopened.

Family Case Plan, Part B

- ◆ The child's name and FACS ID and the DHS worker's name will be filled in from information in the FACS system.
- ◆ The worker enters the anticipated date of case closure.
- ◆ Family Plan Participants: The worker fills in the list of participants involved in developing the case plan.
- ◆ The worker must enter Date of Initial Plan and the Family Team Meeting fields.
- ◆ Household Composition: This information is filled in based on information entered in FACS about the child's family members living in the home. Information in FACS about the child's parents not living in the home will be filled into this section as well.

Family Functioning Domains

DHS uses the Family Functioning Domains to provide a consistent format for collecting, considering, and analyzing information about children and families in order to ensure that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention.

Use of the domains allows for a common, consistent language as information about children and families flows from Department child protective workers to ongoing workers and service providers.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- ◆ Child well-being: child's mental health, child's behavior, relationship with peers, school performance, motivation and cooperation, child's relationship with caregivers, relationship with siblings
- ◆ Parental capabilities: parental supervision of children, parental mental health, disciplinary practices, parental physical health, parental use of drugs or alcohol, parental developmental and enrichment activities
- ◆ Family safety: physical abuse of child, sexual abuse of child, neglect of child, domestic violence, emotional abuse of child
- ◆ Family interactions: bonding with child, expectations of child, relationship between parents or caregivers, mutual support within the family
- ◆ Home environment: housing stability, financial management, income and employment, safety in community, personal hygiene, habitability, transportation, food and nutrition, learning environment
- ◆ Other: miscellaneous issues or concerns about the child or family

The family functioning domains provide a consistent "common lens" through which the strengths and needs of the child and family can be assessed, discussed and used in planning and service provision.

Become familiar with the family functioning domain categories and criteria and consider the child and family's strengths, concerns, and needs in the various domain areas as you have discussions with the family and gather and analyze information about them. If there is a family team meeting report available, information gathered in that meeting may be helpful in evaluating the domain categories.

If there are multiple children in the family, or if there is more than one parent (such as a noncustodial parent or stepparent) involved in the case, or if a relative caring for the child, evaluate each individual's functioning through the common "lens" of the domain areas.

Complete the family functioning domain section of the case plan by working through each domain category (the subcategories for each domain category will automatically appear as "pop-up boxes" as you complete the domain sections) and:

- ◆ Fill in the **Narrative** section of each domain with a specific description of any strengths or needs identified within that domain. Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being. Remember that families may have strengths in some domain areas that can be used to address needs in other domains.
- ◆ Establish a **Goal** for each domain area where a need is identified in the narrative. It is critical that goals be developed in partnership with the family. Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.
- ◆ If no needs are identified for a family within a domain category, but strengths are noted, you may establish a goal for that domain that focuses on using family strengths to help meet needs in other domain areas.
- ◆ After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, and informal supports that may be necessary and helpful to achieving the goals.
- ◆ In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify who is responsible for each step and the dates for beginning and completing the necessary actions. Update revisions to or completion dates for the steps throughout the life of the case plan.

- ◆ Discuss and review the case plan information on domain areas, proposed goals, and action steps with the family before making final entries to the plan.
- ◆ Use the **Comments** section in each domain area to enter updated information on the family's progress and functioning level in that domain.

Review Section

Use the *Family Case Plan* review section when reviewing family progress and making further recommendations for actions and services on the case.

- ◆ Indicate the date of the plan review and whether this review was conducted through a family team meeting.
- ◆ When completing the review, consider the family's current functioning, level of goal achievement, and completion of necessary steps within each domain area.
- ◆ Identify family achievements, progress toward safe case closure, remaining concerns, and your current recommendations in the review section.

Signatures and Notifications

- ◆ Document and obtain signatures from those persons that participated in development of the plan and thank all persons who contributed to the planning process for the child and family.
- ◆ Set a date for future meeting with the family to review and revise the plan as needed. The **Other Comments** section of this page can be used for this purpose.
- ◆ The **Other Comments** section can also be used by the worker to place information concerning case child abuse and criminal record histories as well as for documenting information about whether the Indian Child Welfare Act applies to the case.
- ◆ Distribute copies of the plan to those that should receive them.

Child Placement Plan, Part C

In combination with the face sheet and the family plan, the out-of-home placement section is a written document that includes all the federal required elements. The family plan and the out-of-home placement section include:

- ◆ A description of the placement and the appropriateness of the placement.
- ◆ A plan for ensuring that the child and family receive services designed to facilitate the return of the child to a safe home or to another permanent placement.
- ◆ The health and educational status of the child.
- ◆ When applicable, a description of the programs and services that will facilitate the child's transition from foster care to adulthood.

This form is necessary to provide information mandated by state and federal laws and regulations regarding each child placed in an out-of-home setting in which DHS has custody, or when foster care is being provided under a voluntary placement agreement.

The DHS social work case manager responsible for the child should complete *Child Placement Plan* when the child is placed in an out-of-home setting and DHS has custody or the child is placed under a voluntary placement agreement. For these children, this section is in addition to Parts A and B of the case plan. The *Child Placement Plan, Part C*, should be updated every 90 days just like Parts A and B.

The *Child Placement Plan* is distributed as part of the case plan for children who are in placement. Print a copy of the *Child Placement Plan* and retain it in the child's DHS service record along with the other sections of the case plan.

Based on available case information and your own discussions with the family, make narrative entries for all applicable items on the *Child Placement Plan* where no auto filled information appears. Enter sufficient narrative information to explain and give detail about the categories contained in the form.

- ◆ Child's name and FACS ID will be auto filled.
- ◆ Enter the following:
 - Child's date of birth
 - Anticipated date of child's return home
 - Date of family plan development
 - Placement type – court or voluntary placement
 - Date of initial out-of-home placement
 - Date of current placement
 - Is contrary to welfare language in appropriate court order (Yes or No)
 - Is reasonable efforts language in appropriate court order (Yes or No)
- ◆ Permanency Goal. Select and enter the current permanency goal for the child.
- ◆ Concurrent Goal Assessment. Assess and answer the two questions concerning the child. **Note:** If you answer "no" to either question, a concurrent goal must be entered in the next section.
- ◆ Concurrent Goals. Complete this section if the answer to either of the questions in Concurrent Goal Assessment is "no." Describe concurrent goal planning underway for the child.
- ◆ Child Well-Being Domain. Review information about the child entered in the family domain criteria child well-being area and indicate whether each of the domain subcategories is currently a strength or need for the child.

- ◆ Level of Placement Review Considerations. Based upon your assessment and observations of the child, determine the most appropriate level of placement for the child.
- ◆ Indian Child Welfare Act. If Native American race is entered for the child in FACS, this section will automatically appear in the *Child Placement Plan, Part C*. Answer the four questions in this section and enter narrative explanations where required.
- ◆ Placement Status Information. Answer the seven questions concerning the child in this section and enter any narrative to explain your responses.
- ◆ Efforts Made by DHS to Support the Placement and Prevent Disruption. Enter checks in the boxes to indicate the DHS efforts to support the placement and prevent disruption.
- ◆ Placement History. Enter information about the child's out-of-home placement history. Start with the current placement and then list all previous out-of-home placements, including any hospitalizations, institutional, or PMIC placements.
- ◆ ASFA. Answer the four questions in this section, including any narrative to explain your responses.
- ◆ Visitation. Make the appropriate entries to describe the child's visitation situation. Include any necessary narrative to explain the visitation arrangements.
- ◆ Documentation. Indicate whether the child has a certified birth certificate and a Social Security card and number. Describe plans to obtain if the child currently does not.
- ◆ Health Records. Enter any known health examinations and treatments the child has received. If possible, indicate this information for at least the last two years of the child's life. Indicate the provider, dates of service, and date the information on these services was given to the child's current caregiver and current service provider.

Note: Do not record HIV status or risk of HIV infection anywhere in the case plan. File any such information in the medical record section of the case file and mark it "Confidential."

- ◆ Mental Health/Psychological/Psychiatric. Describe any known mental health, psychological, or psychiatric evaluations or treatment the child has received. Indicate the provider, dates of services, and date the information on these services was given to the child's current caregiver and current service provider.
- ◆ Education Record. Complete this section to provide information on the child's current educational stats. Contact school staff if needed to obtain this information.
- ◆ Transition Planning. This section is required for all foster youth who are 16 years of age or older. "Transition planning" is the process of assisting youth in foster care to prepare to be self-sufficient adults. This process includes an assessment of life skills, strengths, concerns, supports, and outcomes to be accomplished for successful transition.

For youth who may be eligible for services as an adult, the assessment and plan of services must be developed with someone who can reasonably be expected to fund those services or be a service provider when the youth becomes an adult.

Planning for transition to adulthood for children in foster care with special needs may need to begin as early as age 14 to ensure needed funding and services are available. Service area transition planning specialists can provide ongoing consultation and information regarding transition planning for adolescents.

Select from the options. If the child is interested in pursuing higher education, the plan shall provide for the child's participation in the College Student Aid Commission's program or assistance in applying for federal and state aid.

- ◆ Youth Life Skills Assessment, Youth With Special Needs, Referrals, and Discharge Preparation sections. These sections of the *Child Placement Plan* will appear **only** if the child is age 16 or over on the date you complete this plan.
- ◆ Youth Signature. Obtain the child's and guardian signatures as appropriate.

Family Functioning Domain Criteria, Form 470-4138

Purpose	Form 470-4138 may be used to assist with assessment of the strengths and needs of a family. It is an example of statements regarding areas of strengths and needs.
Source	Access the form through the on-line manual or photocopy the sample.
Completion	The child protective worker may access this tool during the child abuse assessment process as aid of the assessment of strengths and needs.
Data	Family functioning domains are applicable throughout the life of a case beginning with the safety assessment, strengths and needs identification during child abuse or CINA assessment, and developing a family plan.

Page 75 is reserved for future use.

Family Risk Assessment, Form 470-4133

Purpose	Form 470-4133 is used to identify risk factors during a child abuse assessment. The <i>Family Risk Assessment</i> is composed of two scales that measure the level of risk regarding neglect and abuse.
Source	Complete this form on line using the template available on the Case Flow home page.
Completion	<p>The child protective worker completes The <i>Family Risk Assessment</i> during the child abuse assessment process. This form must be completed by the time the case is to be transferred to a DHS case manager OR before the completion of the child abuse assessment.</p> <p>Only one household can be assessed on a risk form. If the child moves to a different household because of the crisis, complete the risk assessment on the household in which the child will remain.</p> <p>If the child will remain in the new household, complete the risk assessment on the new household. If the plan is to reunify the family, complete the risk assessment on the household from which the child was removed.</p> <p>Upon completion of the form, a Total Neglect Risk Score and Abuse Risk Score are automatically calculated to the highest of either risk score. Use this information in the analysis of the family's strengths, needs, and recommendation for services. Reassess the case whenever you determine that an adjustment in the risk score is warranted (either up or down).</p>
Distribution	Print a copy of the form and keep it in the child protective case file.
Data	Review information obtained from systems checks, Department records including service history, not confirmed assessments, and any prior or current court involvement. Review the risk assessment definitions and complete the <i>Family Risk Assessment</i> form by checking the most applicable response.

Instructions On items involving caregivers, **select one or two** parents or substitutes based on physical and emotional proximity to the children. Do not rate more than two caregivers in a home. If an item relates to all caregivers and the household has more than one caregiver, **rate the caregiver with the more severe behavior.**

Only one primary caregiver can be identified. The “primary caregiver” is the adult living in the household who assumes the most responsibility for child care.

When two adults are present and you are in doubt over which one assumes the most child care responsibility, select the adult with custody or guardianship or the caregiver responsibility for the child involved in the incident as the primary caregiver. For example, when a mother and her boyfriend reside in together and appear to share caregiver responsibilities for the children equally, select the mother.

If this does not resolve the question, select the legally responsible adult who was a perpetrator or alleged perpetrator. For example, when a mother and father live together and appear to share caregiving responsibilities for the children equally and the mother is the perpetrator or alleged perpetrator, select the mother.

When both parents are in the household, equally sharing caregiving responsibilities, and both have been identified as perpetrators or alleged perpetrators, select the parent demonstrating the more severe behavior.

The “secondary caregiver” is defined as an adult living in the household who has routine responsibility for child care, but less responsibility than the primary caregiver. A partner may be a secondary caregiver even though the partner has minimal responsibility for care of the children.

The risk assessment form is composed of two scales: the neglect scale and the abuse scale.

Neglect Scale N1. Current complaint is for neglect

"Neglect" refers to physical neglect, medical neglect, and educational neglect, as well as other forms of neglect. Click "A" if the current allegation is for any type of neglect and click "B" if not. This includes referred allegations as well as allegations made during the course of the child abuse assessment.

N2. Prior child neglect assessments

- ◆ Click "A" if there were no child abuse assessments of neglect before the current child abuse assessments. (Do not include referrals that were not assigned for investigation.)
- ◆ Click "B" if there were one or more child abuse assessments of neglect allegations before the current assessment. (Do not include referrals that were not assigned for child abuse assessment.)
- ◆ Click "C" if there was one child abuse assessment or neglect allegation that was confirmed or founded before the current child abuse assessment.
- ◆ Click "D" if there were two or more confirmed or founded assessments of neglect allegations before the current child abuse assessment.

Where possible, check history from other county or state jurisdictions. Exclude assessments of out-of-home perpetrators (e.g., day care) unless one or more caregivers failed to protect.

N3. Household has previously received child protective services

"Service history" includes voluntary or court-ordered family services or family preservation services, but does not include delinquency services and does not include child abuse assessments that did not result in an opened service case.

Click "A" if the household has previously received child protective services or is currently receiving services because of a prior child abuse assessment. Click "B" if any child has previously been removed from the household.

N4. Number of children in household

Score the applicable amount given the number of children under 18 years of age.

N5. Age of youngest child in household

Score the applicable amount given the current age of the youngest child presently in the household where the maltreatment allegation reportedly occurred. If a child is removed because of the current child abuse assessment, count the child as residing in the home.

N6. Primary caregiver's assessment of incident

Score the appropriate amount according to the primary caregiver's assessment of the severity of the incident and record the sum as the item score:

- ◆ Click "A" if none of the following is applicable for the caregiver.
- ◆ Click "B" if the primary caregiver minimizes the possibility of or actual harm to children (e.g., "The child bruises easily.").
- ◆ Click "C" if the primary caregiver displaces responsibility for the incident or the severity of the incident (e.g., "The neighbors treat their kids worse – do something about them.").

N7. Primary caregiver provides physical care or supervision inconsistent with child's needs

Click "A" if physical care of a child (age-appropriate feeding, clothing, shelter, hygiene) or medical care of child threatens the child's well-being or results in harm to the child.

Also click "B" if supervision of a child, that is, the caregiver's oversight of routine child activity, threatens the child's well-being or results in harm to the child.

Examples include:

- ◆ Leaving younger or vulnerable child alone
- ◆ Leaving any child younger than mid-adolescence alone overnight
- ◆ Repeated failure to obtain standard immunizations
- ◆ Failure to obtain medical care for severe or chronic illness
- ◆ Repeated failure to provide clothing appropriate to the weather
- ◆ Persistent rat or roach infestations
- ◆ Inadequate or inoperative plumbing or heating
- ◆ Poisonous substance within reach of small child
- ◆ Dangerous objects within reach of small child
- ◆ Child is wearing filthy clothes for extended periods of time
- ◆ Child is not bathed on a regular basis and has dirt caked on skin and hair and a strong odor

N8. Primary caregiver has a substance use problem

Click "B" if the primary caregiver has a current substance use problem that interferes with the caregiver's or the family's functioning. Such interference is evidenced by:

- ◆ Substance use that affects or affected:
 - Employment
 - Criminal involvement
 - Marital or family relationships
 - Ability to provide protection, supervision, and care for the child
- ◆ Arrest in the past two years for driving under the influence or refusing breathalyzer testing
- ◆ Self report of a problem
- ◆ Recently received or is receiving treatment
- ◆ Multiple positive urine samples

- ◆ Health or medical problems resulting from substance use
- ◆ Child diagnosed with fetal alcohol syndrome or exposure (FAS or FAE) or child had a positive toxicology screen at birth and primary caregiver was birthing parent

Legal, non-abusive prescription drug use should not be scored.

N9. Child in household has mental health/behavioral problem

Click "B" if any child in the household shows mental health or behavioral problems not related to a physical or developmental disability. Such a problem might be indicated by regular visits to a therapist, attendance in a special classroom for behavioral problems, or prescriptions for psychoactive medication.

N10. Recent or history of domestic violence in household

Click "B" if any caregiver was a victim or perpetrator of domestic violence at any time. "Domestic violence" includes any physical assault, pattern of verbal harassment or threats, or intimidation. Include only domestic violence between caregivers or between a caregiver and another adult household member. Do not include parent-child or child-child violence.

N11. Caregiver(s) have history of homelessness

Click "B" if any caregiver has had multiple periods of homelessness at any time in the past, regardless of the household's housing status at time of investigation.

Abuse Scale A1. Prior child abuse assessments

Score the applicable amount given the count of all child abuse assessments, confirmed or founded or not, that were assigned for child abuse assessment for any type of allegation (abuse, neglect or other) before the complaint resulting in the current child abuse assessment.

Where possible, check history from other county or state jurisdictions. Exclude child abuse assessments of out-of-home perpetrators (e.g., day care) unless one or more caregivers failed to protect.

A2. Household has previously received child protective services

Click "B" if household has previously received child protective services or is currently receiving services because of a prior investigation.

"Service history" includes voluntary or court-ordered family services or family preservation services, but does not include delinquency services and does not include child abuse assessments that did not result in an opened service case.

A3. Primary caregiver has history of abuse or neglect as a child

Click "B" if credible statements by the primary caregiver or others indicate that the primary caregiver was maltreated as a child. ("Maltreatment" includes neglect or physical, sexual or other abuse.)

A4. Primary caregiver was placed in protective services as a child

Click "B" if credible statements by the primary caregiver or others indicate that the primary caregiver was placed in protective services as a child.

A5. Caregiver provides supervision inconsistent with child's needs

Click "B" if the primary caregiver provides supervision inconsistent with a child's needs; that is, caregiver oversight of routine child activity is not appropriate to the child's age and development.

"Inconsistent with a child's needs" means the child's well-being was potentially threatened or harm actually resulted. Examples include:

- ◆ Leaving a younger or vulnerable child alone
- ◆ Leaving any child younger than mid-adolescence alone overnight

A6. Caregiver employs excessive or inappropriate discipline

Click "B" if the caregiver's disciplinary practices caused or threatened harm to a child because the caregiver was excessively harsh physically or emotionally, or were inappropriate to the child's age or development. Examples include:

- ◆ Locking a child in closet or basement
- ◆ Holding a child's hand over fire
- ◆ Hitting a child with instruments
- ◆ Depriving a young child of physical or social activity for extended periods

A7. Caregivers involved in disruptive or volatile adult relationships

Click "B" if relationships between caregivers or with other adults in the household have a negative impact on or disrupt family functioning. If the caregiver is not involved in a relationship, the answer is "no."

For example, adults in the household fail to work together, cooperate, or problem solve, which has a negative effect upon family member relationships. (This includes but is not limited to domestic violence.)

A8. Characteristics of children in household

Score the applicable amount for each characteristic present and record the sum as the item score:

- ◆ Click "A" if no child in the household exhibits characteristics listed below.
- ◆ Click "B" if any child in the household has mental health or behavioral problems not related to a physical or developmental disability (including ADHD/ADDD). This could be indicated by:
 - DSM diagnosis
 - Receipt of mental health treatment
 - Current prescription of psychoactive medication
 - Attendance in a special classroom because of behavioral problems
- ◆ Click "C" if any child in the household has any significant physical handicap or disability. This does not include learning disabilities or ADHD.

A9. Caregiver has history of mental health treatment

Score the applicable amount based on whether either or both caregivers have received mental health treatment in the past.

Indicate that treatment was received if credible or verifiable statements by the caregivers or others indicate that one or both caregivers were recommended for or received outpatient or inpatient treatment for emotional problems at any time.

A10. Secondary caregiver has a substance use problem

Click on the applicable amount based on whether the secondary caregiver has a substance use problem that interferes with the caregiver's or the family's functioning, as evidenced by:

- ◆ Substance use has affected one or more of the following:
 - Employment
 - Criminal involvement
 - Marital or family relationships
 - Ability to provide protection, supervision, and care for child
- ◆ Self report of a problem
- ◆ Recently received or is receiving treatment
- ◆ Multiple positive urine samples
- ◆ Health or medical problems resulting from substance use
- ◆ Arrest in the past two years for driving under the influence or refusing breathalyzer testing

Legal, non-abusive prescription drug use should not be scored.

After scoring all items in each scale, total the score for each scale and determine the risk level by checking the appropriate boxes in the risk level section.

Overrides **Policy overrides:** After completing the risk scales, determine if any of the policy overrides should be applied. Policy overrides reflect incident seriousness and child vulnerability concerns. This upgrades the risk level to “high” regardless of the scored risk level.

Discretionary overrides: After completing the risk scales, determine if a discretionary override should be applied to increase the risk level. Use a discretionary override when you are aware of unique case circumstances that warrant a higher risk level. **You must receive supervisory approval** for a discretionary override.

The discretionary override may raise the risk level only one level higher. The risk level may not be lowered by a discretionary override.

Family Team Decision-Making Evaluation Handbook, Comm. 283

Purpose	The <i>Family Team Decision-Making Evaluation Handbook</i> provides a guide to completing evaluation of the FTDM process for approval by the Department.
Source	Print the handbook as needed from the sample in the manual.
Completion	The handbook includes instructions for completing the evaluation process. The evaluation form, when completed, is submitted to service area community liaisons and maintained in an approval file in the service area.

Foster Care and Subsidized Adoption Medicaid Review, Form 470-2914 and 470-2914(S)

Purpose	Form 470-2914 or 470-2914(S) is used for reviewing eligibility factors of children in foster care or adoption subsidy program.
Source	The English version is printed with 15 two-part carbonized sets on a pad. Order supplies from Iowa Prison Industries at Anamosa. Print or photocopy supplies of the Spanish version of this form from the sample in the manual.
Completion	<p>The IM worker initiates this form one month before the Medicaid review is due by sending it to</p> <ul style="list-style-type: none">◆ The social work case manager for a child in foster care.◆ The adoptive family for a child receiving a non-IV-E adoption subsidy. (No review is required for IV-E subsidies.) <p>When siblings are in the same placement, two review forms are required if one sibling is eligible under IV-E and another is eligible under CMAP.</p> <p>The social work case manager completes the form for children in foster care.</p> <p>The adoptive parents complete the form for adoption subsidy cases. The service worker may assist the family, if requested. If the parents do not complete the form, the IM worker will notify the service worker. The service worker shall contact the adoptive parent and explain the requirements.</p>
Distribution	<p>The person who completes the form returns the original to the IM worker who sent it. File copies of this form in each sibling's individual service record when siblings are in the same group.</p> <p>The IM worker will notify the service worker if the child's Medicaid eligibility is redetermined to a different coverage group. If the IM worker determines that an adoptive child living out of state is eligible for a regular Medicaid group, the worker will notify the child's parents to apply for Medicaid in that state.</p>
Data	The IM worker lists on the form the month that the review is due and the names of the siblings living together whose eligibility is determined together.

Student Status: Check whether the child is a full-time or part-time student. If the child is not in school, enter "neither."

School and Grade: Enter the name of the school that each child is in and the grade.

Name and Address of the Employer: Enter the name and address of the employer of each child, if known. If the child is not employed, enter "N/A." Verification of the child's earned income is required for the whole calendar month.

Unearned Income: Enter all the unearned income that each child is eligible for and receiving. This means all unearned income that may be assigned to the Department and income from relatives, as well as income that the children receive from the sources listed.

Write in the amounts if known. Otherwise, check each item that the child is eligible for or receiving.

Resources: Enter the type of resource and location of resources that each child owns. If there are no resources, enter "no." Indicate whether there is an escrow account.

Vehicles: Enter whether the child owns a vehicle. If so, enter identifying information about the vehicle.

Health Insurance: Enter whether each child has health insurance. Also enter the policyholder and company name. Where possible, provide the policy number.

IV-E Information: Enter "yes" or "no" to each question.

Name and Address of Parents: Enter the name and address of the adoptive mother and father.

Parent Information: Enter whether one or both parents are incapacitated, deceased, or unemployed.

Expected Changes: Note any changes that are expected to take place in the child's future, particularly within the next six months. This could include changes on any of the items listed on this form. Also include if the child is pregnant.

Foster Care Clothing Allowance, Form 470-1952

Purpose	Form 470-1952, <i>Foster Care Clothing Allowance</i> , is used to document purchases made with the foster care clothing allowance for authorization of reimbursement.
Source	Complete this form on line using the template available on the public state-approved forms folder on Outlook.
Completion	<p>The social work case manager completes the form in conjunction with the resource parent, using the clothing receipts submitted by the resource parent. The worker obtains the resource parent's signature and submits the form to the area social work administrator.</p> <p>The social work administrator checks the receipts against the clothing items listed and the cost of the items, the total, tax, and total costs for accuracy before approving and signing the form.</p>
Distribution	The original shall be kept in the child's case file.
Data	Complete all items on the form.

Foster Care Escrow Account Transaction, Form 470-3725

Purpose	Form 470-3725 is used to request escrow withdrawal and escrow account closing for children in foster care who have escrow accounts.
Source	This form may be completed on-line using the template in the public state-approved forms folder on Outlook. The form may also be printed or photocopied from the sample in the manual and completed manually.
Completion	<p>The service worker prepares the form when:</p> <ul style="list-style-type: none">◆ A child leaves foster care, or◆ A child in foster care has funds in escrow that are needed to meet current needs of the child that are not covered by foster care payments. <p>Service area manager approval is required on this form.</p>
Distribution	Send the original copy to the Foster Care Accounting Unit in the Bureau of Purchasing, Payments and Receipts. Make a copy to file in the child's case record.
Data	<p>Complete all items. When the child leaves foster care, the escrow funds are paid either:</p> <ul style="list-style-type: none">◆ To the custodial parents or guardian of a minor child, or◆ To the child when the child has attained the age of majority, unless a guardian has been appointed.

Foster Care Provider Medical Letter, Form 470-2747 and 470-2747(S)

Purpose	Form 470-2747 or 470-2747(S) provides information to the foster care provider regarding the Department's responsibility for providing medical coverage to children in foster care when the medical card has not been issued.
Source	Department staff may complete the English version of this form on line using the template in the public state-approved forms folder on Outlook. Juvenile court staff should print the form from the sample in the manual and complete it manually.
	Print or photocopy the Spanish version of this form from the sample in the manual and complete it manually.
Completion	The service worker or juvenile court officer assigned to the case completes the form when a child enters a foster care placement.
Distribution	Provide the original to the foster care provider and make a photocopy to file in the child's case record.
Data	The child's state identification number will eventually become the medical ID number after the Medicaid case is opened (if the child was not on Medicaid before entering placement).

Foster Care Review Notice, Form 470-0714 and 470-0714(S)

Purpose	Form 470-0714 or 470-0714(S) is a letter used to invite parents, foster parents, and other persons not covered under interagency agreements to attend a meeting of the foster care review committee.
Source	Complete the English version of this form on line using the template in the public state-approved forms folder on Outlook. Print or photocopy the Spanish version of this form from the sample in the manual.
Completion	Designated local office staff prepare the form when a case is scheduled to be presented to the foster care review committee.
Distribution	Mail the form at least five working days before the scheduled review date. The original shall be sent to the addressee. File the copy in the child's case record.
Data	If the person to be notified is not the social worker, list the person's name and phone number. If the case plan or any other case information is being sent along with the letter, add a sentence explaining this.

Foster Child Behavioral Assessment, Form 470-4401 and 470-4401(S)

Purpose	<p>The <i>Foster Child Behavioral Assessment</i> checklist serves two purposes.</p> <ul style="list-style-type: none">◆ It may be used in the development of the case plan as a tool to identify the needs of the child. Every behavioral need of a foster child identified in this tool should be outlined when completing the case plan, along with the corresponding actions and responsibilities of the resource family.◆ Since this tool identifies need and responsibilities, it is also the tool used to determine level of care and corresponding foster care payment.
Source	<p>Complete the English version of this form on line using the template in the public state-approved forms folder on Outlook.</p> <p>Print or photocopy the Spanish version of this form from the sample in the manual.</p>
Completion	<p>Complete the <i>Foster Child Behavioral Assessment</i>:</p> <ul style="list-style-type: none">◆ Within the first 30 days of a child's initial entry into foster care.◆ Whenever the child's behavior changes significantly.◆ When the child's placement changes.◆ After termination of parental rights, in preparation for negotiating an adoption subsidy or presubsidy.◆ Before a court hearing on guardianship subsidy. NOTE: The highest guardianship subsidy is limited to Level 2, basic rate plus \$10. <p>If a child comes out of group care or PMIC, the child's payment in the foster family home will be the basic foster care maintenance rate. It is anticipated that the family team meeting, with the new foster parents participating, will be part of the discharge planning. The <i>Foster Child Behavioral Assessment</i> should be completed within the first 30 days of placement.</p>

If a child leaves the foster family care and goes to shelter care and then returns to the same foster family home, the payment rate remains the same as the rate received by the foster family prior to the child going to shelter care. An assessment shall be completed within 30 days of placement with a new foster family.

To authorize payment to the resource family at a higher level than the basic rate, this form shall be signed by the worker and the worker's supervisor.

After supervisory approval, the difficulty of care payments shall begin the first day of the month **following** the month in which the form was completed. Do not enter the new assessment rate into FACS until the supervisor has signed off and approved the assessment and rate.

Distribution

The original form shall be kept in the child's case file. A copy may be provided to the resource family upon the family's request.

Data

When completing the checklist, use all available information about the child for a thorough assessment of the child. This may include evaluations, school and provider reports, and home studies, as well as input from parents and the resource family.

Check only behavior that is severe enough to be outside the norm for a child of the same age. Do not check behavior that is typical for a child that age (e.g., "temper tantrums" for a 2-year-old).

In order to have a valid assessment, check each item that applies in **every** category ("minimal" and "moderate" and "intensive").

The template calculates the basic rate once the child's birth date is entered, and automatically calculates the level of care and the total daily rate. The form is designed so that checking all the applicable boxes will result in the proper calculation for the behaviors.

Foster Family Placement Contract, Form 470-0716 and 470-0716(S)

Purpose	Form 470-0716 or 470-0716(S) is the formal contract between the Department and the foster parents stating the terms of the placement.
Source	Department staff may complete the English version of this form on line either through the FACS system or using the template in the public state-approved forms folder on Outlook. Juvenile court staff should print the form from the on-line manual for manual completion. Print or photocopy the Spanish version of this form from the sample in the manual.
Completion	<p>The Department worker prepares the form when DHS has financial responsibility for the placement. Juvenile court services shall complete the contract with the foster parents when they are responsible for the placement.</p> <p>Complete the form when:</p> <ul style="list-style-type: none">◆ A child is placed in a foster family home that will be supervised directly by the Department or by juvenile court services.◆ When supervision is purchased.◆ There is a change in any of the terms of the placement (e.g., rate of payment). <p>The contract shall be approved by the worker's supervisor, or if the contract involves a difficulty of care payment, by the service area manager. The sequence of signature depends on local office procedures.</p>
Distribution	When the form is completed, make a photocopy to file in the child's case record and give the original to the foster parents.
Data	<p>The child's name and birth date shall correspond to the information entered in FACS.</p> <p>The effective date is the date of placement or the date the revised terms become effective.</p>

Special provisions shall include any specific obligations either for the worker or the foster parents, such as transportation for counseling, arrangement for home visits, etc. Each foster parent shall sign the contract.

The special provision section also needs to include the entry of all applicable names and phone numbers. The caseworker responsible for the placement of a child in family foster care shall enter their home phone number as an after-hours emergency number.

Any additional emergency numbers that the foster parents may need shall also be entered in this section.

Foster Family Removal Letter, Form 470-0718 and 470-0718(S)

Purpose	Form 470-0718 or 470-0718(S) is used to inform a foster family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form on line using the template in the public state-approved forms folder on Outlook. Print or photocopy the Spanish version of this form from the sample in the manual.
Completion	<p>When the removal is instigated by the placing agency, the placing worker prepares the form ten days in advance of the planned removal date, unless there is evidence of child abuse.</p> <p>In placements supervised by the Department, the placing worker is the Department worker. In placements supervised by a private agency, the placing worker is the private agency worker.</p> <p>When there is evidence of abuse, or when the placement is terminated through action of some other party (the court, the parent, or the child), prepare the form when the decision is made that the placement is terminated.</p>
Distribution	Make a copy of the completed form. Give or send the original to the foster parents; file the copy in the child's case record.
Data	The form is self-explanatory.

**Founded Abuse in Nonregistered Child Care Parent Letter, Form 470-4384
and 470-4384(S)**

Purpose	Form 470-4384 or 470-4384(S) is used to provide written notification to parents of non-victim children enrolled in a nonregistered child care home in which founded abuse has occurred.
Source	Complete the English version of the form on line using the template available in the public state-approved forms folder on Outlook. Print or photocopy the Spanish version of this form from the sample in the manual.
Completion	The worker doing the assessment completes the form and mails the form to the parents of non-victim children at the conclusion of the assessment.
Distribution	Send one copy to the parents. Maintain a copy in the case file.
Data	Enter: <ul style="list-style-type: none">◆ The date of notification◆ Parent's name and address◆ Type of abuse◆ The name of the provider of nonregistered child care◆ The name of child enrolled or previously enrolled at the nonregistered child care◆ Worker phone number◆ Worker signature

Future Needs Adoption Subsidy Professional Documentation, Form 470-4311

Purpose	Form 470-4311, <i>Future Needs Adoption Subsidy Professional Documentation</i> , serves as a tool to document a child's risk of having special needs in the future and being eligible for adoption subsidy and IV-E funding.
Source	Print this form from the on-line manual or photocopy the form sample in the printed manual.
Completion	The adoption worker shall send the form to the medical, mental health, or mental retardation professional. The professional evaluating the child completes this form before the adoption court hearing date to finalize the adoption of the child.
Distribution	The original shall be kept in the child's case file. A copy may be provided to the resource family upon their request.
Data	When completing the form, all available information about the child shall be provided for use by the professional person for a thorough assessment of the child. This may include evaluations, school reports, provider reports, and home studies, as well as input from parents and the resource family.

General Accounting Expenditure, GAX

Purpose	<p>The <i>General Accounting Expenditure</i> is used to authorize payment for a variety of expenses. These instructions relate to:</p> <ul style="list-style-type: none">◆ Obtaining reimbursement for photographs, X-rays, other physical or mental examinations or tests, and costs directly associated with these services when performed at public expense as medically indicated for child abuse reports;◆ Family Assistance Fund expenditures; and◆ Claiming the following foster care and adoption expenses:<ul style="list-style-type: none">• Birth certificates and life books.• Medical expenses for children in presubsidy that cannot be covered by the Medicaid program.• Funeral expenses for children under the guardianship of the Department. <p>See XIII-J(3), SERVICES NOT COVERED BY MEDICAID, and XIII-J(1), FUNERAL EXPENSES, for more details.</p>
Source	<p>Complete this form on line using the template in the public state-approved administrative form folder on Outlook.</p>
Completion	<p>The Department worker or designated clerical staff prepare the form when expenses are incurred which require issuance of a special warrant. The person or agency making the claim must sign it and may be asked to complete the description section, but Department staff should do the coding.</p> <p>Four copies are essential. In addition, local procedures may require a copy for the claimant or a control copy for the service area file.</p> <p>For child abuse assessment expenses, the person or agency taking the photographs or X-rays or performing the tests or examinations is "the claimant." The claimant must submit:</p> <ul style="list-style-type: none">◆ A cover letter in duplicate.◆ A <i>General Accounting Expenditure</i> in triplicate for each child.◆ Invoices when available.

The cover letter shall contain the following information:

- ◆ The child's name, age, and address
- ◆ The name of the worker or child protective assessment unit to whom the services, reports, photographs, X-rays or test results were provided
- ◆ The date the photographs or X-rays were taken
- ◆ A statement by the claimant indicating agreement to retain documentation of the services provided for five years, or agreeing to provide them to the Department for retention

Distribution

Send the original GAX with original signatures along with original receipts or verification and two copies of the whole packet, as follows:

- ◆ For child abuse assessment expenses, send both copies of the cover letter and the form to:

Central Abuse Registry
DHS Division of Child and Family Services
1305 E Walnut Street, 5th Floor
Des Moines, Iowa 50319-0114

- ◆ For funeral expenses, send the material to the service area manager for approval and then to the Bureau of Purchasing, Payments and Receipts.
- ◆ For other expenses, send the material to the service area manager for approval and then to the adoption program manager in the Division of Child and Family Services. Also send a memo explaining what the charges are and why they cannot be billed to Medicaid.

Always keep a control copy in the child's case record.

Data

Complete the form as follows:

Budget FY: Enter the last two digits of state fiscal year in which the expense is incurred. Claims cannot overlap fiscal years. The state fiscal year ends on June 30. A new fiscal year begins on July 1. Claims cannot be made for June and July together, because these months are not in the same fiscal year.

Date: Enter the date that the form is initiated.

Document Number: Enter "413-71" for child abuse assessment expenses or "413-79" for all other child welfare expenses.

Vendor Code: Enter the federal employer tax identification number of the provider (the social security number for an individual provider).

Agency Name: Enter "Department of Human Services."

Vendor Name and Address: Enter the name and mailing address of the person being reimbursed. The warrant will be made out to this name and mailed to this address.

FOB: For foster care or adoption expenses, enter the name and state identification number of the child for whom the expenses were incurred. Leave blank for multiple life books.

Order Approved By: For foster care or adoption expenses, enter the original signature of the service area manager or authorized designee and the date signed. (If a stamp is used, the person approving the claim must initial the entry.)

Description: Enter an itemized list of expenses being claimed. Specify what service was provided (i.e., X-rays, medical examination, photographs, drug tests, etc.) and the date the expense was incurred. Example:

- ◆ 02-04-00 Slide film.
- ◆ 02-04-00 Processing of slides.
- ◆ 03-30-00 20 duplicate X-rays copied at \$5 each.

Unit Price: Enter the unit price for each type of item billed if applicable. For example, the unit price for X-ray copies is \$5.

Total Price: Enter the total price for this bill.

Claimant's Certification: The form must be signed by the person to whom the reimbursement will be made (or a representative of the agency, if applicable). This must be an original signature. The use of a name stamp or a faxed signature is not sufficient. The date the claimant signed is also needed.

Agency Certification: Leave blank for sign-off by Bureau of Purchasing, Payments and Receipts.

Document Type: Enter "PV."

Doc Number: Enter "41379."

Line No.: Multiple lines are needed only if more than one type of claim is combined on one form.

Fund: Enter "0001."

Agency: Enter "413."

Organization: Enter the code for the child's type of care.

<u>Code</u>	<u>Type of Care</u>
DAL3	Legal fees
DPPC	Family Assistance Fund
F003	Child abuse assessment expenses
NAPE	All other expenses for IV-E-eligible child receiving adoption presubsidy or subsidy
NAPS	All other expenses for non -IV-E-eligible child receiving presubsidy or subsidy
NFME	All other expenses for IV-E-eligible child receiving family foster care
NFMS	All other expense for non -IV-E-eligible child receiving family foster care

Sub Organization: Enter the decategorization project number, if applicable.

Object: Enter the code for the type of claim made.

<u>Code</u>	<u>Type of Claim</u>
2462	Legal fees
2213	Life books
2218	Birth certificate
2447	Child abuse assessment expenses
2801	Family Assistance Fund
4240	Funeral expenses
4334	Noncovered medical care
4518	Noncovered medical supplies and equipment

Amount: Enter the amount payable for each line.

Document Total: Enter total of the amounts from each line.
This will be the amount of the warrant.

Health Services Application, Form 470-2927 and 470-2927(S)

Purpose	<p>The <i>Health Services Application</i> is designed to be a brief and easily understood form to assist people applying for various health-related programs using a single application. With this form, an applicant does not have to provide identical information to several different agencies in order to apply for the programs each agency administers.</p> <p>For DHS, these programs include SSI-related and FMAP-related Medicaid, State Supplementary Assistance, Medically Needy, and refugee Medicaid.</p> <p>The same application may also be used to request nutrition assistance under the Women's, Infants, and Children's food program (WIC) and for services at maternal health centers or child health centers.</p> <p>Examination of Medicaid eligibility is required in child welfare cases to obtain federal Medicaid funding for rehabilitative treatment services and PMIC services for eligible children.</p>
Source	<p>Form 470-2927 is printed in pads of 30 sets. The Spanish translation, form 470-2927(S), is printed in pads of 10 sets. Order supplies from Iowa Prison Industries at Anamosa.</p>
Completion	<p>Unless the child is currently on Medicaid, give or mail the <i>Health Services Application</i> to the parents within three working days from date of removal order or acceptance for service, or complete the form with the family. If you send the form, give a ten-day due date for completion.</p> <p>See 8-B, Information Provided, for a list of pamphlets to provide to the client with the <i>Health Services Application</i>.</p> <p>Offer the <i>Public Assistance Application</i> when a family wants to apply for FIP or Food Assistance as well as Medicaid. (See 6-Appendix, Public Assistance Application, Forms 470-0462 and 470-0466 (Spanish).)</p>

The parent, guardian, or responsible person shall complete the form. When both parents or spouses are in the home, both must sign the application. A friend, relative, authorized representative, or DHS staff may help, if needed. A person who assists in completing the application must also sign the form.

If the parent or guardian is unwilling to apply, and the case is under the jurisdiction of the juvenile court, request a court order directing the parent or guardian to apply on the child's behalf.

If the parent or guardian does not complete the form, the juvenile court officer or social worker must complete the form on the child's behalf and submit it to the IM worker.

People receiving Medicaid under an SSI-related coverage group shall complete a new *Health Services Application* for reviews.

Distribution

Mail or give the *Health Services Application* to the family. Provide a self-addressed stamped envelope for returning the form to the income maintenance unit. For children in foster care, use the IV-E IM worker's name and address.

When the applicant requests WIC or maternal and child health services, the IM worker will send the application to the local WIC or maternal and child health services office.

If the service unit receives the application, date stamp it and then forward it to the income maintenance unit within two working days of receipt. For the purpose of Medicaid, the application date is the date the first office received the application.

If the client wants a copy of the completed application, photocopy the form for the client.

Data

The form collects information about household members, family income, and resources to serve as a starting point for eligibility determination.

Home Study Update Guide: Transition to Adoption, RC-0053

Purpose	RC-0053 is used as a guide for completion of the home study update when a foster family adopts a child in their care.
Source	Print copies of RC-0053 from the on-line manual as needed.
Completion	The home study worker should complete a home study update when a foster family is interested in adopting a child in their care and the family has not been previously approved for adoption. At least two face-to-face visits are recommended.
Distribution	Keep the completed home study update in the family's DHS file. Also provide the family with a copy of the update. If the update is purchased, the private agency may keep a copy for its file.
Data	<p>The guide includes a list of recommended areas to explore with foster parent during the interviews, including:</p> <ul style="list-style-type: none">♦ Legal responsibilities♦ Decision making♦ Emotional and psychological impact♦ Financial obligation♦ Anticipated adjustments♦ Support system

Home Study Update Worksheet, Form 470-3619

Purpose	Form 470-3619 provides an optional method for families to prepare information needed for completion of the home study update when a foster family adopts a child in their care.
Source	Print supplies of this form from on-line manual or photocopy the form from the sample in the printed manual.
Completion	A home study update should be completed when a foster family is interested in adopting a child in their care and the family has not been previously approved for adoption.
Distribution	Keep the original completed worksheet in the adoptive applicant's file.
Data	The worksheet includes a list of recommended areas to explore with foster parent during the interviews and asks for the family's explanation of their decision to adopt.

How-Do-I? Guide: Adoption, RC-0099

Purpose	<p>RC-0099 is a desk aid for Departmental staff regarding general guidelines for adoption. The information is separated according to policy, procedure, and practice guidance. Topic areas include:</p> <ul style="list-style-type: none">♦ Transitioning from foster care to adoption,♦ Adoptive family application process,♦ Adoptive services,♦ Finalizing the adoption,♦ Eligibility determinations♦ Adoption subsidies, and♦ Ongoing case responsibilities.
Source	<p>Print the <i>How-Do-I? Guide: Adoption</i>, RC-0099, from the on-line manual.</p>

How-Do-I? Guide: Case Closure, RC-0102

Purpose	RC-0102 is a desk aid for Departmental staff regarding general guidelines for closing a case. The information is separated according to policy, procedure, and practice guidance. This guide can be used as a guide for workers as they consider case planning or case closure and when supervisors review and discuss conditions for safe case closure for individual cases.
Source	Print the <i>How-Do-I? Guide: Case Closure</i> , RC-0102, from the on-line manual.

[How-Do-I? Guide: Case Management, RC-0083](#)

Purpose	<p>A desk aid for departmental staff regarding general guidelines for case management. The information is separated according to policy, procedure, and practice guidance. Topic areas include:</p> <ul style="list-style-type: none">♦ Reviewing the family plan and family profile,♦ Determining and accessing RTSS and non-RTSS services,♦ Coordinating and monitoring provision of services,♦ Reassuring safety and risk,♦ Providing case management, and♦ Closing the case.
Source	<p>Print the <i>How-Do-I? Guide: Case Management</i>, RC-0083, from the on-line manual.</p>

How-Do-I? Guide: Case Planning, RC-0082

Purpose	<p>A desk aid for departmental staff regarding general procedural steps in case planning. The information is divided into the areas of policy, procedure, and practice guidance, and covers:</p> <ul style="list-style-type: none">◆ Preparation for case planning,◆ Engaging the family,◆ Developing the initial <i>Family Case Plan</i>,◆ Establishing the permanency goal,◆ Concurrent planning,◆ Review of the case plan,◆ Transition planning, and◆ Safe case closure.
Source	<p>Print the <i>How-Do-I? Guide: Case Planning</i>, RC-0082, from the on-line manual.</p>

[How-Do-I? Guide: CINA Assessment, RC-0087](#)

Purpose	A desk aid for departmental staff regarding general procedural steps during a CINA assessment. The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA assessment process.
Source	Print the <i>How-Do-I? Guide: CINA Assessment</i> , RC-0087, from the on-line manual.

[How-Do-I? Guide: CINA Intake, RC-0088](#)

Purpose	A desk aid for departmental staff regarding general procedural steps in acceptance or rejection of a CINA referral. The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA intake process.
Source	Print the <i>How-Do-I? Guide: CINA Intake</i> , RC-0088, from the on-line manual.

[How-Do-I? Guide: CPS Assessment, RC-0086](#)

Purpose	A desk aid for departmental staff regarding general procedural steps during a CPS assessment. The information is divided into the areas of policy, procedure, and practice guidance as it relates to the assessment intake process.
Source	Print the <i>How-Do-I? Guide: CPS Assessment</i> , RC-0086, from the on-line manual.

[How-Do-I? Guide: CPS Intake, RC-0089](#)

Purpose	A desk aid for departmental staff regarding general procedural steps in acceptance or rejection of child abuse reports for assessment. The information is divided into the areas of policy, procedure, and practice guidance as it relates to the intake process.
Source	Print the <i>How-Do-I? Guide: CPS Intake</i> , RC-0089, from the on-line manual.

How-Do-I? Guide: In-Home Case Management, RC-0084

Purpose	RC-0084 is a desk aid for Departmental staff regarding general guidelines for in-home case management.
Source	Print the <i>How-Do-I? Guide: In-Home Case Management</i> , RC-0084, from the on-line manual as needed.
Data	<p>The information is separated according to policy, procedure, and practice guidance. Topic areas include:</p> <ul style="list-style-type: none">◆ Requirements for reasonable efforts,◆ Assessing service needs,◆ Types of available services,◆ Service application and approval process, and◆ Monitoring and follow-up of services.

How-Do-I? Guide: Out-of-Home Case Management, RC-0096

Purpose	RC-0096 is a desk aid for Departmental staff regarding general guidelines for out-of-home case management.
Source	Print the <i>How-Do-I? Guide: Out-of-Home Case Management</i> , RC-0096, from the on-line manual.
Data	<p>The information is separated according to policy, procedure, and practice guidance. Topic areas include:</p> <ul style="list-style-type: none">♦ Determining placement type,♦ Services to the child in foster care,♦ Parental rights and responsibilities,♦ Unauthorized absence of a child from placement,♦ Foster care payment,♦ Foster care recovery,♦ Medical coverage for children,♦ Review of the foster care placement,♦ Providing out-of-home case management,♦ Closing the case, and♦ Transition services.

ICAMA Notice of Action, Form 470-3700 (ICAMA 6.02)

Purpose	Form 470-3700 is used to inform the family receiving adoption subsidy that the state they are moving to has been notified that their child is eligible to receive Medicaid benefits in the new state of residence.
Source	This form is a PDF template available through the on-line manual.
Completion	The adoption program manager issues the form when a child's adoption subsidy worker submits ICAMA form 6.01 (470-3699), <i>ICAMA Notice of Medicaid Eligibility/Case Activation</i> , indicating that the child is moving from Iowa to another state.
Distribution	Send the <i>ICAMA Notice of Action</i> to the adoptive family along with a copy of ICAMA form 6.01 and the <i>Adoption Subsidy Agreement</i> . Send a copy of the <i>ICAMA Notice of Action</i> to the adoption subsidy worker for the child's adoption subsidy file.
Data	<p>The form:</p> <ul style="list-style-type: none">◆ Includes the children's names, financial status, and new address for verification.◆ Informs the family whether the new state of residence is a member of the Interstate Compact on Adoption and Medical Assistance (ICAMA).

**ICAMA Notice of Medicaid Eligibility/Case Activation, Form 470-3699
(ICAMA 6.01)**

Purpose	<p>Form 470-3699 is used to notify a new state of residence of the child's eligibility for Medicaid. The ICAMA compact administrator in the new resident state is responsible for:</p> <ul style="list-style-type: none">◆ Facilitating the issuance of a medical assistance eligibility card based on the documentation provided.◆ Notifying Iowa of the child's Medicaid status.
Source	<p>This form is a PDF template available through the on-line manual.</p>
Completion	<p>The child's adoption subsidy worker completes ICAMA 6.01 when any child who receives adoption assistance (subsidy) moves from Iowa to another state, whether the child is IV-E-eligible or non-IV-E-eligible.</p>
Distribution	<p>Send the form to the adoption program manager in the Division of Child and Family Services along with a copy of the child's <i>Adoption Subsidy Agreement</i> (showing the child's basis for Medicaid eligibility). Keep a copy in the adoption subsidy file.</p> <p>The adoption program manager will inform the adoption compact administrator in the family's new state of residence that the child is eligible to receive Medicaid benefits in the new state of resident by sending:</p> <ul style="list-style-type: none">◆ A copy of ICAMA 6.01◆ A copy of the current <i>Adoption Subsidy Agreement</i>
Data	<p>The form includes:</p> <ul style="list-style-type: none">◆ Identifying information about the child and family.◆ Information about Medicaid coverage for state-funded children.◆ Information about other medical coverage the children have.◆ Referral information. (Leave the "TO:" section blank.)◆ A certification statement about the child's eligibility.

ICAMA Report of Change in Child/Family Status, Form 470-3701 (ICAMA 6.03)

Purpose	Form 470-3701 is used to communicate between the adoption assistance state and the new state of residence on changes in the family's situation (such as case status, address, and adoption status).
Source	Print supplies of the form from the on-line manual or photocopy the sample in the printed manual as needed.
Completion	<p>The child's adoption subsidy worker completes this form about a child living in another state receiving an Iowa adoption subsidy when:</p> <ul style="list-style-type: none">◆ The adoption of a child receiving presubsidy assistance is finalized.◆ The <i>Adoption Assistance Agreement</i> is renewed.◆ The adoption or the adoption subsidy is terminated.◆ The family moves (unless the other state reported the move). <p>The IM worker completes the form about a child in Iowa receiving adoption assistance from another state when:</p> <ul style="list-style-type: none">◆ A new Medicaid case is opened.◆ The Medicaid case is closed.◆ The family moves (unless the other state reported the move).
Distribution	<p>Send the form to the adoption program manager in Central Office. Keep a copy in the child's adoption subsidy file.</p> <p>The adoption program manager will send a copy of the form to the ICAMA compact administrator in the family's new state of residence and to the family.</p>

Data

Complete the reason for reporting in Section A and the child identifying information in Section B.

Adoption workers also complete Section C, D, or E, depending on whether the change being reported concerns the case status, the family's address, or the child's adoption status.

IM workers also complete Section B, C, or D, depending on whether the change being reported is the opening of the Medicaid case, the closing of the Medicaid case, or a change in the family's address.

ICPC Financial and Medical Plan, Form 470-3827

Purpose	Form 470-3827, <i>ICPC Financial and Medical Plan</i> , is used to inform the receiving state of how the child's financial needs and medical coverage will be handled while that child is in the receiving state and the sending state retains legal custody.
Source	Form 470-3827 is available as a template in the public state-approved forms folder on Outlook. You can also print the form from the DHS on-line manual or photocopy from the paper manual.
Completion	This form is completed by the Department worker.
Distribution	Complete four copies. Send three copies with form 470-0781 to the ICPC office and retain one copy for the child's file.
Data	<p>Date: Enter today's date in mm/dd/yy format.</p> <p>Child's Name: Enter the child's full name.</p> <p>Child's Date of Birth: Enter the child's date of birth in mm/dd/yy format.</p> <p>Legal Status: Enter the full name, address, and phone number of the agency or person having custody or guardianship of the child.</p> <p>Financial Plan: Place a check mark in the appropriate box indicating what type of payment will be made, if any.</p> <p>Medical Plan: Place a check mark in the appropriate box indicating how medical coverage for this child is to be provided. Please note that if you check the box indicating coverage due to COBRA legislation, you need to provide a copy of the latest IV-E eligibility determination/redetermination.</p> <p>Emergency: Enter the phone number and the name of the person who can be called in case of a medical emergency.</p>

ICPC Interstate Compact Transmittal, Form 470-0790

Purpose	Form 470-0790 is used to transmit information about an interstate case from Central Office. The form is a communication tool to explain what "action" is required, such as, enclosed or requested 470-0781 (ICPC 100A) forms, home studies, reports, 470-0788 (ICPC 100B) forms and additional information. This form also indicates when an interstate file is closed.
Source	Form 470-0790 is available as a template in the public state-approved forms folder on Outlook. You can also print the form from DHS on-line manual or photocopy the form from the paper manual.
Completion	This form is completed only by Interstate Compact Unit staff in Central Office when any information regarding an interstate compact communication is sent out of Central Office.
Distribution	One copy of the transmittal form accompanies correspondence from the ICPC office. File the transmittal form in case file with client records.
Data	This form is self-explanatory.

Intake Guidance Tool, Form 470-4131

Purpose	The <i>Intake Guidance Tool</i> is a desk aid to be used at the time when a child abuse report is being received. The <i>Intake Guidance Tool</i> provides a list of questions to be asked of the reporter or the referral source.
Source	The <i>Intake Guidance Tool</i> is available from the on-line manual.

**Interstate Compact on the Placement of Children Request (ICPC 100A),
Form 470-0781**

Purpose	<p>Form 470-0781 (ICPC 100A) is the sending agency's formal written notice to the receiving state of its intention to make an interstate placement. It requests a finding as to whether the placement would be contrary to the interests of the child. With most placements, it is also a formal request for a home study.</p> <p>Following reviews by the receiving state, it is the official notice of the receiving state's decision. A favorable finding means that the placement can be made in conformity with the compact. An unfavorable finding means that the placement would be unlawful.</p> <p>Form 470-0781 (ICPC 100A) must accompany all requests for placement to which the compact is applicable. It must be favorably acted upon by the receiving state before any compact placement is made.</p>
Source	<p>Form 470-0781 (ICPC 100A) is available as a template in the public state-approved forms folder on Outlook. This form is also printed with 12 all white NCR sets on a pad, which can be ordered from Iowa Prison Industries at Anamosa.</p>
Completion	<p>The service worker, private agency, court, or any person placing the child may complete this form. It is prepared when a request is being made to place a child in another state.</p>
Distribution	<p>Complete as follows:</p> <ul style="list-style-type: none">◆ The sending agency keeps one copy and forwards the completed original plus four copies to the sending compact administrator, deputy compact administrator, or alternate.◆ The compact administrator, deputy compact administrator, or alternate keeps one copy and forwards the completed original plus three copies to the receiving agency compact administrator, deputy compact administrator, or alternate.

- ◆ The receiving agency compact administrator, deputy compact administrator, or alternate completes Section IV of the form and forwards one copy to the receiving agency and the completed original and one copy to the sending compact administrator, deputy compact administrator, or alternate within 30 days.
- ◆ The sending compact administrator, deputy compact administrator, or alternate keeps a completed copy and forwards the completed original to the sending agency.

Data

In the upper right-hand corner of the form, write "IV-E ELIGIBLE" or "NOT IV-E ELIGIBLE" for a child under custody, guardianship, or supervision of the Department.

In the first two blocks, enter the name and address of the ICPC administrator (or deputy) to whom the request is being forwarded (TO) and the name and address of the ICPC administrator (or deputy) whose state is submitting the request (FROM). If information for the receiving state is unknown, put only name of the state.

Section I

Identifying Data. Fill out one form per child to be placed. Enter the full legal name, social security number, ICWA (Indian Child Welfare Act) eligibility, sex, date of birth, IV-E eligibility determination, and ethnic group of the child for whom this placement is proposed. If the child is known by a nickname, place it in parenthesis beside the legal name.

Note: An "Indian child" means any unmarried person who is under age 18 and is either:

- ◆ A member of an Indian tribe or
- ◆ Eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe.

Enter the names of the legal mother and the legal father, usually the birth parents. When an adoption has been finalized, the adoptive parents are the legal parents. If the parent is deceased, enter "deceased" after the parent's name.

If parental rights have been voluntarily relinquished or terminated by the court, indicate in parenthesis beside the name. If you prefer to withhold the name, simply enter the status of the parent's rights.

Enter the complete name, address, and telephone number of the agency or person who is responsible for planning for this child and who is financially responsible for the child. In most instances, these two items will be the same (the sending agency).

Section II

Placement Information. Enter the full name, address, and telephone number of the persons or facility with which the sending agency proposes to place the child. The social security number is optional. If the resource, e.g., foster family care, is yet to be determined, leave these items blank.

Types of Care Requested: Place an X in the box designating one of the following:

- ◆ Foster Family Home: A foster family home is a facility providing care and guidance for a child or children not related to the caretaker for regular 24 hour care, or a certified kinship care home. A family foster home may not operate without a license or a certificate as required by the laws of the receiving state.
- ◆ Group Home Care: A resource which is licensed or approved as a group home and which provides substitute care for a fee; usually a modified family-type setting which serves more children than a foster home but fewer than an institution.
- ◆ Child Caring Institution: A group care facility that is licensed or approved to provide custodial care to a larger number of children than a foster home or group home.
- ◆ Residential Treatment Center: A group care facility which provides a specific treatment program outside the realm of a medical hospital, psychiatric hospital or institution for the mentally retarded or mentally ill; e.g., a residential program for the treatment of alcohol/drug abuse. The receiving state is not obligated to supervise this type of placement made by the sending state.

- ◆ Institutional Care Article VI, Adjudicated Delinquent: A group care facility for adjudicated delinquent whose proposed placement is according to Article VI of the ICPC. These facilities may include group homes and residential treatment centers and may serve nondelinquents as well.
- ◆ Parent: Legal parents.
- ◆ Relative (Not Parent): Specify relationship, such as maternal aunt, paternal grandparents, brother, etc.
- ◆ Other: Specify a type of care not already listed, such as:
 - Nonrelative free home (an unrelated family that does not require foster home licensure in the receiving state and does not need or want foster care payments)
 - Independent living arrangement (an older teenager who is still under the jurisdiction of an agency or court but is capable of independent living without the supervision of a foster home or group home)
 - Maternity home

Adoption: Refers to both agency and private/independent adoptive placement before finalization. This may refer to an initial placement with a family where adoption is the intention, or it may refer to the movement of an adoptive family from state A to state B following placement.

Indicate if a federally funded adoption subsidy (Title IV-E) or a state-funded subsidy (non IV-E subsidy) is applicable. Mark in which state the adoption is to be finalized.

Legal Status: Place an X in the box, which designates one of the following:

- ◆ Sending Agency Custody/Guardianship: Child is in the full legal custody or guardianship (depending on the state's terminology) of a public agency.

For example, a public agency may be social services, youth corrections, probation, parole, or a tribe. If allowed by state law, the sending agency may also be a licensed private child placement agency, an adoption agency, or a birth mother.

- ◆ Parent/Relative Custody/Guardianship: Child is not under the jurisdiction of either an agency or the court but is the full legal responsibility of parent or relative. This choice is most likely to be marked when a parent/relative or guardian wishes to place a child in one of the types of care listed.
- ◆ Court Jurisdiction Only: Child is not the legal responsibility of an agency. The court has full responsibility for weighing the requested information and making the placement decision and is, therefore, the sending agency.

This choice is most likely to be marked when two or more relatives have taken a dispute over custody into court and at least one of the disputing relatives is not a parent.

- ◆ Protective Supervision: A legal status created by court order under which the child is permitted to remain in the child's home or is placed with a relative or other suitable person and the court, the Department, or another agency designated by the court provides supervision and assistance.
- ◆ Parental Rights Terminated – Right to Place for Adoption: The sending agency has accepted a voluntary relinquishment of parent rights or has completed court action terminating parental rights and now holds complete jurisdiction over the child with the right to place for adoption.
- ◆ Unaccompanied Refugee Minor: This form is not used to report the initial placement into the United States but to request placement and services in a second state after a U.S. agency or court has been granted full legal responsibility (custody or guardianship). Mark this block only if that is the case.

Also mark the "Sending Agency Custody/Guardianship" block. If this is an unaccompanied refugee minor whose status warrants the ICPC 100As specific to those children (not the legal responsibility of an U.S. agency or court), do not use this form.

- ◆ Other: Legal status is not otherwise listed, e.g., legal action, such as a petition for custody/guardianship or to terminate parental rights, is pending.

For example, the child is the responsibility of the sending agency under a voluntary agreement with the parent or legally responsible relative, and no court action has been taken or is pending to alter the family member's legal rights over the child.

Section III: Services Requested

Initial Report Requested: If the proposed placement is not for a group care placement and a current home study has not yet been received, mark the box for the appropriate type of home study needed based on the type of care indicated in Section II.

Supervisory Services Requested: Place an X in one of the following boxes to indicate how supervisory services are to be conducted:

- ◆ Request Receiving State to Arrange Supervision: Mark this box if the sending agency cannot supervise and does not have a contractual or other agreement with a pre-determined agency to provide these services. Usually the public social service agency will be asked to provide supervision following an approved home study and subsequent placement.
- ◆ Another Agency Agreed to Supervise: Mark this box if the sending agency already has received the formal agreement of a pre-determined supervisory agency. This choice is most likely to be marked in agency adoptive placements where an agency in the receiving state already has provided an adoptive home study and will be providing ongoing services to the adoptive family.

Do not mark this item simply because you know which local office of the public agency will receive this referral and might even have discussed the case over the telephone. That does not constitute an agreement to supervise.

- ◆ Sending Agency to Supervise: Mark this box if it is logistically feasible, it is the best case plan, and the receiving state has granted the sending agency permission (which may or may not include licensure) to provide services in its state.

Supervisory Reports Requested: To be completed even though placement may not be a certainty at this time. Indicate how frequently you wish to receive progress reports; quarterly is most common.

Be very discriminating in your use of "upon request," because that leave the provision of supervision open-ended with no commitment to provide that service until you request it. Use "other" when you wish to receive reports at a less usual frequency, such as monthly or annually (specify the period).

Name and Address of Supervising Agency in Receiving State: If you know the name and address of the supervising agency, type that information onto the line indicated. If not known by the sending agency, that information should be completed by the receiving state's compact office following receipt of a recommendation indicating that placement may be made.

Enclosed: Indicate which of the following items are enclosed:

- ◆ Child's Social History: Should accompany the majority of referrals; includes the pre-placement summary on adoption referrals and can be written with non-identifying information, if appropriate and preferred.
- ◆ Home Study of Placement Resource: Attach a current home study if one is not being requested; most likely to be marked if you already have an approved home study or the child is relocating with foster parents and the foster home study is enclosed.
- ◆ Court Order: All applicable court documents should be enclosed, e.g., custody/guardianship orders, surrenders, orders terminating parental rights, and orders requesting a home study for the court.
- ◆ ICWA Enclosure: Obtain a letter from the child's tribe showing that the child is a member or is eligible for membership.

- ♦ Financial/Medical Plan: Attach the plan of how the proposed placement will be funded and how the children's medical needs will be covered.
- ♦ IV-E Eligibility Documentation: Attach a copy of the determination of IV-E eligibility.
- ♦ Other Enclosures: Indicates other pertinent materials, such as psychological evaluations, permanency plan, medical reports, and school reports. It is not necessary to itemize them on the form.

Signature of Sending Agency or Person: The form should be signed and dated by anyone outside of the compact office who is completing the form. This includes a person with this authority in the county social services agency, private agency, or court and any private individual or family member who is legally responsible for the child (as indicated in Section I and Section II, Legal Status).

Signature of Sending State Compact Administrator, Deputy or Alternate: Pursuant to Article III(d) of ICPC.

This form must be signed and dated by the compact administrator, deputy, or alternative in the sending state, if the regulations of the sending state provide for transmittal of the form through the sending state's compact office. This is usually the case.

Section IV: Action by Receiving State. The compact office in the receiving state completes this section. The designated person reviews the proposed placement and all required information and indicates whether the placement can lawfully be made.

Remarks might include conditions or reservations to be noted or that an affirmative notice under Article III(d) is being given retroactively. The compact administrator or alternate then signs and dates the form.

[Interstate Compact Requirements for Placing Children Out of Iowa, RC-0045](#)

Purpose	Follow this checklist when you prepare a referral packet to place an Iowa child out of state through the Interstate Compact on the Placement of Children (ICPC). This checklist is a guide to follow as you evaluate, supervise, and terminate the placement of a child from one state to another.
Source	RC-0045 is available to print from the DHS on-line manual or photocopy the form from the paper manual.

[Interstate Compact Requirements for Receiving Children Into Iowa.](#)
[RC-0046](#)

Purpose	Follow this checklist when you receive a referral packet from another state seeking to place a child in Iowa through the Interstate Compact on the Placement of Children (ICPC). This checklist is a guide to follow as you evaluate, supervise, and terminate the placement of a child from one state to another.
Source	RC-0046 is available to print from the DHS on-line manual or photocopy the form from the paper manual.

IV-E Changes, Form 470-3918

Purpose	<p>Form 470-3918, <i>IV-E Changes</i>, is used by social work case managers (SWCM) and social worker IVs (SW4) to communicate information to IV-E income maintenance workers regarding changes that potentially affect IV-E eligibility and claiming. The IV-E worker uses the form to document:</p> <ul style="list-style-type: none">◆ The effect the reported change has on IV-E eligibility and claiming; and◆ That a IV-E annual review was completed.
Source	<p>Complete this form on line using the templates available in the public state-approved forms folder on Outlook or on the DHS Intranet eForms web page. Supplies of the form can also be printed from the sample in the manual or the templates.</p>
Completion	<p>The SWCM or IV-E worker completes Section 1 regarding the child's information.</p> <p>The SWCM completes Section 2 regarding changes.</p> <p>The SW4 completes Section 3 regarding the RE2 finding.</p> <p>The IV-E worker completes Sections 4 and 5 regarding impact the change has on IV-E eligibility and claiming requirements.</p>
Distribution	<p>The SWCM forwards the form to the IV-E worker.</p> <ul style="list-style-type: none">◆ The form can be sent via e-mail if there are no paper attachments included with the form.◆ If a court order is received via e-mail, e-mail both forms to the IV-E worker.◆ If there is a paper attachment (court order or voluntary placement agreement), forward the paper copy of the form along with the attachment. <p>The IV-E worker must file the completed copy of the form in the IV-E case record.</p>

Data	Complete the form as follows:
Section 1	(SWCM or IV-E worker) Complete the child's information.
Section 2	(SWCM): <ul style="list-style-type: none">◆ Complete the applicable section based on the type of change that occurred.◆ Attach applicable court orders to the form.
Section 3	(SW4): <ul style="list-style-type: none">◆ Identify the RE2 due date.◆ Indicate whether the attached court order contains an RE2 finding and the date FCTL / database entries were completed.◆ Sign and date the form.
Section 4	(IV-E Worker): Mark the box next to the applicable change and complete information regarding the change.
Section 5	(IV-E Worker): <ul style="list-style-type: none">◆ Indicate whether IV-E funding can be claimed. If the funding status changed, include the effective date of the change.◆ Complete the information on ABC entries.◆ Sign and date the form.

IV-E Initial Placement Information, Form 470-3839

Purpose	Form 470-3839 is used by the social work case manager (SWCM) to communicate information to the IV-E worker about a child's removal from the home. The IV-E worker needs this information to complete a determination of IV-E eligibility and claiming for children in out-of-home care. The IV-E worker uses this form to document the IV-E determination.
Source	Complete this form on line using the templates available in the public state-approved forms folder on Outlook or on the DHS Intranet eForms web page. Supplies of the form can also be printed from the sample in the manual or the templates.
Completion	<p>The SWCM initiates this form for each child who has been placed in out-of-home care, whether through a court order or through a voluntary placement agreement. Complete Section 1 of the form when a child is first placed in an out-of-home setting, within five working days of the agreement or order.</p> <ul style="list-style-type: none">◆ For voluntary placements, also provide the IV-E worker with a copy of the voluntary placement agreement signed by the parents or guardian and the DHS case manager.◆ For emergency removals and court-ordered removals, also provide the IV-E worker with a copy of the court order with the removal language. <p>The IV-E worker completes Section 2 through 5 to document whether IV-E initial eligibility and claiming requirements are met.</p> <p>If the court order does not contain "reasonable efforts" language, track the case to determine if the reasonable efforts determination has been made within 60 days. Once you obtain the reasonable efforts finding, complete form 470-3918, <i>IV-E Changes</i>.</p>

Distribution

The SWCM forwards the form to the IV-E worker along with a copy of the court order or the voluntary placement agreement.

- ◆ The form can be sent via e-mail if there are no paper attachments included with the form.
- ◆ If you received the court order via e-mail, you can e-mail both forms to the other unit.
- ◆ If there is a paper attachment (court order or voluntary placement agreement), forward the paper copy of the form along with the attachment.

The IV-E worker must file the completed copy of the form in the IV-E case record.

Data

Complete the form as follows:

- Section 1** (SWCM)
Complete the service worker and child's information regarding the child's situation, case identifying information, and removal household information.
- Section 2** (IV-E Worker)
Determine if IV-E initial eligibility requirements are met and mark the applicable "Yes/No" box for each requirement. Include dates where applicable.
- Section 3** (IV-E Worker)
Determine if the IV-E claiming requirements are met and mark the applicable "Yes/No" box for each requirement.
- Section 4** (IV-E Worker)
Indicate whether the appropriate system entries have been made and the date entered.
- Section 5** (IV-E Worker)
Sign and date the form.

JCS Referral for Payment, Form 470-3334

Purpose	The <i>JCS Referral for Payment</i> transfers information from the juvenile court officer (JCO) needed for DHS to set up a FACS case for payment of foster care services for children being supervised by a JCO.
Supply	Print or photocopy supplies of this form from the sample in the manual.
Completion	<p>The JCO prepares the form on “payment-only” foster care cases (supervised by the JCO instead of a DHS service worker) when:</p> <ul style="list-style-type: none">◆ The child is placed in foster care.◆ There is a change or new information relevant to the case (changes in demographics, new placements, reviews).◆ The case closes.
Distribution	File the original in the juvenile court case file. Forward one copy to DHS. If the child has a disability, also send one copy to Benefit Team Services.
Data	<p>The form includes information about:</p> <ul style="list-style-type: none">◆ The JCO.◆ The foster child and the child’s parents.◆ The child’s school status.◆ The child’s removal and placement.◆ The circumstances leading to the child’s removal.◆ The child’s current living arrangement.◆ The child’s current case permanency plan.◆ Foster care administrative reviews.◆ The child’s finances.◆ Parental support, FIP, and SSI.

Letter of Removal, Form 470-3018 and 470-3018(S)

Purpose	Form 470-3018 or 470-3018(S) is the means of informing an adoptive family when a placement is terminated. It contains all the information needed to meet the legal requirements for this action.
Source	Complete the English version of this form on line using the template in the public state-approved adoption forms folder on Outlook. Print or photocopy the Spanish version of this form from the sample in the manual.
Completion	The child's guardian (DHS) decides who sends the <i>Letter of Removal</i> when the decision is made that the placement is terminated.
Distribution	Make a copy of the completed form. Give or send the original to the adoptive parents. File the copy in the child's case record.
Data	The form gives the reason for ending the placement and explains what the family can do if they object to the removal.

Pages 134-136 are reserved for future use.

Limited Services Eligibility, RC-0092

Purpose	The <i>Limited Services Eligibility</i> , RC-0092, provides a list of services for children who enter the child welfare system through the CINA intake process. The chart spans the judicial actions in these cases and identifies the service options under each.
Source	The <i>Limited Services Eligibility</i> is available from the on-line manual.

Long-Term Permanency Placement Agreement, Form 470-4540

Purpose	Form 470-0450, <i>Long-Term Permanency Placement Agreement</i> , is an agreement between the Department or juvenile court services and the caregivers concerning the permanency placement of a child in foster care.
Source	Print or photocopy the form from the sample in manual and complete it by hand.
Completion	<p>The caseworker or juvenile court officer shall facilitate the <i>Long-Term Permanency Placement Agreement</i> for completion in conjunction with the caregivers and the foster child.</p> <p>The caseworker or juvenile court officer can fill in the foster child's name and date of birth and check the box that reflects the planned permanent living arrangement. The form is then given to the caregivers to sign and return to the Department caseworker or juvenile court officer.</p>
Distribution	Make two copies of the completed form. Keep the original in the child's case file. Provide a copy to the caregivers and to the foster child.
Data	Complete a new <i>Long-Term Permanency Placement Agreement</i> if there is a change in the long-term permanency placement.

Matching Tool, Form 470-3613

Purpose	Form 470-3613 serves as a guide for participants of an adoption staffing to assist in reaching a consensus on the best match of a potential adoptive family with a particular child. This tool is not intended to be the sole basis for the placement decision.
Source	Print supplies of the form from the on-line manual or photocopy the sample in the printed manual as needed.
Completion	All participants of the adoption staffing complete the <i>Matching Tool</i> for each child or sibling group that will be adopted together before the final staffing when a child is being considered for an adoptive placement.
Distribution	Keep the completed <i>Matching Tool</i> in the child's file maintained by the adoption worker.
Data	<p>To use the <i>Matching Tool</i>, the child's worker shall:</p> <ul style="list-style-type: none">◆ Assign a number to each family being considered.◆ Label each home study with the family number.◆ Provide to each staffing participant:<ul style="list-style-type: none">• A copy of the child's <i>Background Report</i>.• Copies of each numbered home study being considered.• A <i>Matching Tool</i> for each family. <p>Each staffing participant shall read and review the child's <i>Background Report</i> and each home study before completing the <i>Matching Tool</i>. Each staffing participant shall rate each family, considering how the factors identified in the home study will meet the needs of the child.</p> <p>When completing the <i>Matching Tool</i>, refer to the sections of the home study as indicated on the tool. For example, Line 4 on the <i>Matching Tool</i> is "Parenting Experience," and Sections D, K, and J on the home study pertain to that topic.</p> <p>The ratings of all staffing participants may be averaged to assist in reaching a consensus on the possible best match for the child.</p>

Medicaid Referral, Form 470-3061 and 470-3061(S)

Purpose	The <i>Medicaid Referral</i> , form 470-3061 or 470-3061(S), is designed to refer families receiving child welfare services to apply for Medicaid. It is to be used in conjunction with the <i>Health Services Application</i> , form 470-2927 or 470-2927(S).
Source	Print the English or Spanish version of this form from the online manual or photocopy from the sample in the paper manual.
Completion	<p>When a family that is not currently covered by Medicaid could benefit from financial support for medical and mental health services, the social work case manager responsible for the service case shall:</p> <ul style="list-style-type: none">◆ Complete the identifying information on the form.◆ Give this form to the family along with a <i>Health Services Application</i>.
Distribution	Make two copies of the completed form. Attach one to the <i>Health Services Application</i> and send or give it to the family. Send one copy to the local office IM Unit. File the remaining copy in the case record.
Data	<p>County No.: Enter the number of the county where the family resides.</p> <p>Referring Worker No.: Enter your worker number (e.g., CSA1).</p> <p>Date of Referral: Enter the current date.</p> <p>Client: Enter the name of the child who is the focus of the services.</p> <p>SS No.: Enter the child's social security number.</p> <p>Custodial Relative: Enter the name of the head of the child's household.</p> <p>Address: Enter the family's address.</p>

Medical Transportation Claim, Form 470-0386 and 470-0386(S)

Purpose	Foster care providers use form 470-0386 or 470-0386(S) to file a claim with the local office for medical transportation. The back of the form provides an explanation of transportation policy and instructions for completion of the form.
Source	Both the English and Spanish versions of this form are printed in pads of 50 forms. Order supplies from Iowa Prison Industries at Anamosa.
	DHS staff may also complete the English version on line using the template in the public state-approved forms folder on Outlook.
Completion	<p>Give a supply of these forms to each foster care provider. The form is prepared at the time of receipt of medical transportation.</p> <p>One form must be prepared for each trip. Exception: A child who makes multiple trips to the same medical provider in one calendar month can consolidate the trip information in Section II and the provider information in Section III (Medical Services) on one form.</p> <p>If separate providers of medical care are involved, a separate form is required for each.</p>
Distribution	<p>The foster care provider submits claim to the service unit. The service unit sends it to the child's IM worker for review according to procedures in 8-M, Processing Medical Transportation Claims. Following ABC entries to pay the claim, the form is filed in the child's Medicaid case record.</p> <p>Send the foster care provider two copies of the claim form for the next trip.</p>

Data

The child or the foster care provider completes:

- ◆ Section I, Identification
- ◆ Section II, Trip Information
- ◆ Section IV, Certification by Recipient

The provider of medical care completes Section III, Medical Services.

The local office completes Section V, Comments, if necessary.

Mexican Consulate Notification, Form 470-4385

Purpose	<p>Form 470-4385 is used to provide written notification to the Mexican Consulate Office in Omaha in the following situations:</p> <ul style="list-style-type: none">◆ When the Department has identified that a child in its custody is either a Mexican national or multiple-nationality minor. Note: This identification should be conducted on existing children in DHS custody as well as on new cases entering custody.◆ When a parent or custodian of a Mexican national or multiple-nationality minor has requested that DHS notify the Mexican Consulate Office.◆ When the Department learns that the noncustodial parent or parents of a child in state custody resides in Mexico (regardless of whether the child is a Mexican national or multiple nation minor).
Source	<p>This form is available as a template in the public state-approved forms folder on Outlook.</p>
Completion	<p>The written notification should be addressed to the Mexican Consulate and should be completed and sent within ten working days of the initial date the child entered state custody.</p> <p>Note: If the DHS worker becomes aware at some point after a child has entered state custody that the child is a Mexican national or multiple-nationality minor, the written notification should be sent to the Consulate without delay.</p>
Distribution	<p>When the Department takes custody of a child who is determined or is believed to be a Mexican national or a multiple-nationality minor:</p> <ul style="list-style-type: none">◆ Provide written information to the child and the child's parents or custodian, in both English and Spanish, explaining the juvenile court process and the rights of children and parents or custodians in juvenile court. <p>Use Comm. 146 (English) and Comm. 189 (Spanish), <i>The State Has My Child – What Can I Do?</i>, for this purpose.</p>

- ◆ Provide the child and family with the address and phone number of the Mexican General Consulate Office in Omaha, Nebraska.

Mr. Jose Luis Cuevas Hilditch, Mexican General Consul
Mexican Consulate Office
3552 Dodge Street
Omaha, Nebraska 68131
Phone: (402)595-1862, (402)595-1863, or (402)595-1864
Fax: (402)595-1845

- ◆ Let the family know that you will cooperate with staff of the Mexican Consulate in matters concerning DHS involvement with the child.
- ◆ Document the date you sent the notification letter in your case file and maintain a copy of the letter under correspondence in the case file.

Data

This form is self-explanatory.

Non-Law Enforcement Record Check Billing Form, Form 595-1494

Purpose	Form 595-1494, <i>Non-Law Enforcement Record Check Billing Form</i> , is used to authorize payment to the Department of Public Safety, Division of Criminal Investigations, for performing criminal record checks for prospective relative placements.
Source	DHS service staff can complete this form on line using the template available through the public state-approved forms folder on Outlook. (IM workers can complete the form on line using the template available on the Intranet eForms web page.)
Completion	<p>Complete this form each time a/ <i>Non-Law Enforcement Record Check Request, Form A</i>, form 595-1489 or 595-1489(S), is sent to the Division of Criminal Investigations. Be sure to complete the section headed "From:" with your complete office address.</p> <p>If you send <i>Form A</i>'s without a <i>Billing Form</i>, the Division of Criminal Investigations will return them to you, incomplete, and require \$13 for each name requested.</p>
Distribution	Send to the Division of Criminal Investigations with <i>Form A</i> . If sending several <i>Form A</i> 's at the same time, you need to send just one <i>Billing Form</i> , completed to show how many names you are requesting be checked in that batch of forms. The form is designed to be used with a window envelope.
Data	<p>Complete the form as follows before submitting it:</p> <ul style="list-style-type: none">◆ Enter the requesting DHS office's name and address in the "From:" section.◆ Enter the number of surnames submitted with this form in the "Number of Requests:" field, including each alias name, maiden name, and previous married name. This number should match the number of <i>Form A</i>'s, accompanying the <i>Billing Form</i>.◆ Following the "Amount enclosed," enter nothing.◆ Under "METHOD OF PAYMENT," check "Pre-arranged billing."

Non-Law Enforcement Record Check Request Form A, Form 595-1489 and 595-1489(S)

Purpose *Non-Law Enforcement Record Check Request Form A*, form 595-1489 or 595-1489(S), is used to request a check for criminal convictions on the prospective relative placement and anyone aged 14 or over who lives in the relative's home or has access to a child when the child is alone.

The Division of Criminal Investigations also uses this form to report the results of the check.

Source DHS service staff can complete the English version this form on line using the template available through the public state-approved forms folder on Outlook. (IM workers can complete the form on line using the template available on the Intranet eForms web page.)

The English version of this form is also printed in pads of 50 two-part sets. Order supplies from Iowa Prison Industries in Anamosa.

Print or photocopy the Spanish version of this form from the sample in the manual.

Completion At the time of initial consideration of the relative for placement, complete this form for:

- ◆ The relative, and
- ◆ Each person aged 14 or over who:
 - Resides in the relative's home,
 - Works in the home, or
 - Has access to a child when the child is alone.

Obtain the signature of the person being checked under "waiver," so a complete record check may be performed.

Be sure to complete the section headed "From: _____" with the complete address of your office. When the record check is completed, the Division of Criminal Investigations will return the form by regular mail to the office shown in this section.

Distribution

Send one copy by regular mail or fax to the Division of Criminal Investigations. The form is designed to be used with a window envelope. Use the address and fax number on the form.

Form 595-1494, *Non-Law Enforcement Record Check Billing Form*, must accompany *Form A*. When submitting more than one *Form A*, send one *Billing Form* which shows how many names you are requesting to be checked in that batch of forms.

When the form is returned, destroy the copy. If no criminal records are found, file the form in the provider's file.

Submit forms indicating criminal records to the service area evaluation team to evaluate the conviction. Keep these forms in a separate file.

Data

Complete the form as follows before submitting it:

- ◆ Enter the requesting worker's name, work address, fax number and telephone number in the "From:" spaces.
- ◆ Enter the name, maiden name, sex, social security number, and birth date of the person whose records are requested.
- ◆ The requesting worker signs the "request" section.
- ◆ The person being checked signs the "waiver" section.

**Notice of Child Abuse Assessment: Confirmed Not Registered,
Form 470-3575 and 470-3575(S)**

Purpose	The purpose of form 470-3575 is to notify designated persons that a child protective assessment has been concluded and of the outcome of the assessment and appeal rights.
Source	<p>The English version of this form is available as a template through the Document Generator (DOCM) on the STAR system. You may also complete this form on line using the template in the public state-approved forms folder on Outlook.</p> <p>Print or photocopy the Spanish version of this form from the sample in the manual.</p>
Completion	<p>The child protective worker generates this form following the assessment, when abuse was determined to have occurred by a preponderance of the evidence, but the incident was not placed on the Registry because the incident was minor, isolated, and unlikely to reoccur. Prepare a form for:</p> <ul style="list-style-type: none">◆ The mandatory reporter who made the report if applicable.◆ DHS child protection worker who assisted in completing the assessment by conducting a courtesy interview. <p>The subject of the assessment or that person's legal representative completes page 2 of the form when the subject wishes to receive those portions of the summary to which they may be entitled.</p>
Distribution	<p>Send two copies of the form to subjects of the report and one copy to other persons being notified.</p> <p>Also send the written summary of the assessment to subjects in the household who participated. Send one copy to the mandatory reporter who made the report, if applicable.</p> <p>Maintain a copy of each notice for the case file.</p>

Data

The STAR system completes:

- ◆ The name and address of the person to whom the form is being sent.
- ◆ The date the notice is being completed.
- ◆ The incident number that was assigned to the report at intake.
- ◆ The names of the child subject and the name of the person determined to be responsible for the abuse.
- ◆ An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data the worker entered on the STAT screen.
- ◆ The type of abuse that was confirmed. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

Notice of Child Abuse Assessment: Founded, Form 470-3243 and 470-3243(S)

Purpose	Form 470-3243 or 470-3243(S) is used to notify designated persons that a child abuse assessment has been concluded, the outcome of the assessment, and appeal rights.
Source	<p>You may complete the English version of this form using the template available through the Document Generator (DOCM) screen on the STAR system or the template in the public state-approved forms folder on Outlook.</p> <p>Print or photocopy the Spanish version of this form from the sample in the manual.</p>
Completion	<p>The child protective worker generates this form following the assessment when abuse was determined to have occurred by a preponderance of the evidence and the incident was placed on the Registry. Prepare a form for:</p> <ul style="list-style-type: none">◆ The subjects of the report.◆ The mandatory reporter who made the report, if applicable.◆ The employees of a child protection center involved in the child abuse assessment and child care facility administrators, if applicable.◆ The DHS child protection worker who assisted in completing the assessment by conducting a courtesy interview, if applicable. <p>A subject of the assessment, that person's legal representative, or the mandatory reporter who made the report may complete page 2 of the form when wishing to receive those portions of the summary to which they may be entitled.</p>
Distribution	<p>Send two copies of the form to the subjects of the report and one copy to other person being notified.</p> <p>Also send the written summary of the assessment to subjects in the household who participated. Maintain a copy of each notice for the case file.</p>

Data

The STAR system supplies:

- ◆ The name and address of the person to whom the form is being sent.
- ◆ The date the notice is being completed.
- ◆ The incident number that was assigned to the report at intake.
- ◆ The names of the child subject and the name of the person determined to be responsible for the abuse.
- ◆ An 'X' in the applicable box regarding treatment services and juvenile court recommendations, from the data the worker entered on the STAT screen.
- ◆ The type of abuse that was founded. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

Notice of Child Abuse Assessment: Not Confirmed, Form 470-3242 and 470-3242(S)

Purpose	The purpose of form 470-3242 is to notify designated persons that a child protective assessment has been concluded and of the outcome of the assessment and appeal rights.
Source	<p>You may complete the English version of this form using the template available through the Document Generator (DOCM) screen on the STAR system or the template in the public state-approved forms folder on Outlook.</p> <p>Print or photocopy the Spanish version of this form from the sample in the manual.</p>
Completion	<p>Following the assessment, the child protective worker generates this form when abuse was not determined to have occurred by a preponderance of the evidence and the incident was not placed on the Registry.</p> <p>Prepare a form for:</p> <ul style="list-style-type: none">◆ Subjects of the assessment.◆ The mandatory reporter, where applicable.◆ DHS child protection worker who assisted in completing the assessment by conducting a courtesy interview. <p>The subject of the assessment or that person's legal representative completes page 2 of the form when the subject wishes to receive those portions of the summary to which they may be entitled.</p>
Distribution	<p>Send one copy of the form to each subject of the report and one copy to the noncustodial parent and to any other persons being notified.</p> <p>Maintain a copy of each notice for the case file.</p>

Data

The STAR system supplies:

- ◆ The name and address of the person to whom the form is being sent.
- ◆ The date the notice is being completed.
- ◆ The incident number that was assigned to the report at intake.
- ◆ The names of the child subject and the name of the person responsible for the abuse.
- ◆ An 'X' in the applicable box regarding treatment services and juvenile court recommendations from data the worker entered on the STAT screen.
- ◆ The type of abuse that was alleged but not confirmed. Each category of abuse assessed will be listed after the child victim's name under the section "THIS REPORT CONCERNS."

Notice of Decision: Services, Form 470-0602 and 470-0602(S)

Purpose	Workers use form 470-0602 to notify a service applicant or recipient of all actions taken which affect the client's case and which are not or court-ordered. The form presents the information in a way that meets due process requirements and documents these actions.
Source	This form may be completed on line using the template in public state-approved forms folder on Outlook or it may be photocopied from the paper manual.
Completion	<p>The worker prepares an original and one copy of this form to notify clients of eligibility determinations and service needs for the following case actions:</p> <ul style="list-style-type: none">◆ An application is approved, denied, or withdrawn.◆ The service is changed.◆ Services are terminated.◆ A client is required to pay client participation.◆ The client participation amount changes.◆ Services are renewed as a result of a regular or special review.
Distribution	Give the original to the client. File a copy in the case record.
Data	<p>Identifying Information: The case number may be omitted on applications.</p> <p>Explanation of Action: Include in this section:</p> <ul style="list-style-type: none">◆ The action taken;◆ The services, if new or changes, and◆ The specific basis for the action in words the client can understand.

If services are being reduced, state the reason clearly. For a termination, include the basis for cancellation and the reason for termination.

Manual or Rule References: State the chapter and subsection of the *Employees' Manual* that supports the action taken. (Administrative rule reference may be added).

Fees: For clients with client participation, specify:

- ◆ The service the client participation covers.
- ◆ The amount of the client participation.
- ◆ The period covered by the client participation (e.g., \$20 per month).
- ◆ The person to whom the fee is payable.

Notice of Intake Decision, Form 470-3789

Purpose	Form 470-3789 is used to provide written notification to all mandatory and permissive reporters of the decision made by the Department about whether or not to accept their report of child abuse.
Source	Complete this form on line using the template in the public state-approved forms folder on Outlook.
Completion	The worker doing the assessment completes the form, obtains supervisory signature on the form, and mails the form to the reporter within five working days of the receipt of a report.
Distribution	Send one copy to the reporter. Maintain a copy in the case file. Destroy rejected intakes and notices after six months.
Data	<p>Enter:</p> <ul style="list-style-type: none">◆ The date of notification.◆ The name of the reporter.◆ The reporter's address.◆ The name of the local office making the decision.◆ The date on which the report was received.◆ The name of child and family named in the report. <p>Check the applicable box to indicate whether the report of child abuse is being accepted or rejected.</p> <p>If the report is being rejected, check the applicable boxes to indicate the reason why the report has not been accepted and suggestions that you have made to the reporter about contacting other agencies.</p> <p>The child protective service supervisor signs and dates the form, enters the office telephone number, and places a check mark by the applicable service area on the bottom of page 2.</p>

Payee/Placement Changes, Form 470-3359

Purpose	Form 470-3359 is used to provide information to the contractor for the SSI Advocacy Project regarding payee changes or placement changes.
Source	Form 470-3359 is available as a template in the public state-approved forms folder on Outlook, Service folder.
Completion	The child's service worker prepares this form when changes have taken place during the time the referral is being processed and after a positive decision.
Distribution	Complete the form in Outlook. Print the form and FAX to the contractor for the SSI Advocacy Project to the telephone number on the form along with the current court order giving DHS custody of the child. File the form in the child's case record.
Data	The form contains identifying information, payee change request, and data about the child's move within or out of foster care.

Photography Record, Form 470-3350

Purpose	Form 470-3350 is used to inform Iowa KidsNet when arrangements have been made to photograph a child who will be featured on the state and national Internet exchanges or print publications.
Source	Print supplies of the form from the on-line manual or photocopy the sample in the printed manual as needed.
Completion	<p>The child's adoption worker prepares three copies of this form after identifying a photographer and making an appointment for a photo session.</p> <p>Call a volunteer photographer in your area, identify the photographer, and arrange a time for the photography session.</p> <p>To obtain information on participating photographers in your area, contact Della at Iowa KidsNet at 515-271-7399.</p>
Distribution	<p>Mail or fax one copy of the completed form to:</p> <p>Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Avenue Des Moines, Iowa 50311 Fax: 515-271-7450 Phone: 515-271-7399 ddegner@iowakidsnet.com</p> <p>Keep a copy of the form in the child's case record and take a copy of the form to the photo shop.</p>
Data	<p>List all children in a sibling group and their Exchange numbers on the same form.</p> <p>Note: Iowa KidsNet can receive digital photos of children. The photo's resolution must be 250 or more. The photos can be JPEG or TIF files. Instruct the photographer to mail this form with the CD or film to the above address.</p>

Physical Record, Form 470-0580 and 470-0580(S)

Purpose	Form 470-0580 or 470-0580(S) is used to obtain an initial and continuing record of a child's physical history and medical care. The form may be used for children in all foster care situations, as it meets the federal Medicaid requirements for early and periodic screening and the federal requirements for inclusion of health information in a child's case permanency plan.
Source	Print the English or Spanish version of this form from the on-line manual or photocopy the sample from the paper manual.
Completion	<p>The child's physician shall complete the <i>Physical Record</i> or equivalent document:</p> <ul style="list-style-type: none">◆ Before a child's entry into foster care, if at all possible, and◆ At least annually thereafter. <p>Whenever possible, give the form to the child's parents to be completed before placement. If the form is not completed before placement, it shall be completed within 14 calendar days of a child's entry into foster care.</p> <p>If the child has to be placed in foster care before the examination is completed, you may request the foster care provider's assistance in getting the form completed.</p> <p>If neither the parents nor foster care provider assist in getting the form completed, make arrangements for the examination.</p> <p>If the <i>Physical Record</i> does not have immunization information attached, get this information from the child's family or from the school where the child is enrolled at the time of placement. If the child's immunization record is not available, work with the child's physician to determine what immunizations are needed.</p>
Distribution	<p>File the original form, signed by the physician, in the child's record. Make two or more copies.</p> <p>Give a copy to the foster care provider.</p>

**Placement Agreement: Child Placing or Child Caring Agency (Provider),
Form 470-0719**

Purpose	Form 470-0719 is used in securing a written agreement as to acceptance of a child in foster care in a child-placing or child-caring agency.
Source	Complete this form on line using the template in the public state-approved forms folder on Outlook. Supplies may also be printed from the sample in the manual.
Completion	<p>The foster care worker shall prepare two copies of this form at the time a child enters purchased foster care and upon each change in placement.</p> <p>The immediate supervisor shall approve the form.</p>
Distribution	File the original of form 470-0719 in the child's case record. Give the duplicate to the child-placing or child-caring agency.
Data	Under the "special provision" section, make explicit any agreement between the Department and the agency that is not otherwise made explicit in the agreement.

Placement Agreement: Specialized Psychiatric Institution, Form 470-2490

Purpose	Form 470-2490 is used to secure a written agreement when a foster care child in Department custody or guardianship is placed in a specialized psychiatric institution.
Source	This form may be completed on-line using the template in the public state-approved forms folder on Outlook. Form 470-2490 can be photocopied from this manual as needed.
Completion	<p>The foster care worker shall prepare this form at the time a child enters the placement.</p> <p>The immediate supervisor shall approve the form.</p>
Distribution	File the original in the child's case record. Give the duplicate to the facility.
Data	Under the "special provision" section, make explicit any agreement between the Department and the facility, not otherwise made explicit in the agreement.

Placement Consideration, Form 470-3616 and 470-3616(S)

Purpose Form 470-3616 or 470-3636(S) documents that an adoptive family was given preliminary consideration for a child and the family was given the opportunity to ask for additional information about a child to assist in their decision to be considered for a particular child.

Source DHS workers can complete the English version of this form on line using the template in the public state-approved adoption forms folder on Outlook.

Print or photocopy the Spanish version of this form from the sample in the manual.

Completion The adoption worker may send this letter before the adoption selection staffing to any prospective approved adoptive family that the worker wishes to consider for a particular child or sibling group. This includes relatives with approved home studies who are not the current caretaker of the child being considered.

It is not necessary to send this letter to the child's current foster parents, since your discussion with the foster parents about their interest in adopting a particular child should be documented in the child's record.

Distribution Send the original to the prospective adoptive family. Keep a copy of the letter both in the child's record and the adoptive family's file.

Data If the child is not listed in the photolisting book, complete a brief summary (similar to what would be in the photolisting book) and include the summary in the letter.

Placement Notification, Form 470-3617 and 470-3617(S)

Purpose	Form 470-3617 or 470-3617(S) is used to inform adoptive families who were considered for a particular child that they were not selected.
Source	DHS workers can complete the English or Spanish version of this form on line using the templates in the public state-approved adoption forms folder on Outlook.
Completion	<p>The adoption worker may send this letter to all adoptive families who were considered during the selection staffing for a particular child.</p> <p>Send the letter after the selected family has been contacted to confirm their interest in proceeding with adoptive placement.</p>
Distribution	Print three copies of the form. Send the original to the prospective adoptive family. Keep a copy of the letter both in the child's record and the adoptive family's file.
Data	Self-explanatory.

PMIC Exchange of Information, Form 470-2479

Purpose	Form 470-2479 provides a means of communication for the service worker assigned to a child placed in a psychiatric medical institution, and the IM worker assigned to the facility.
Source	Form 470-2479 is printed with 25 forms on a pad. Order supplies from Iowa Prison Industries at Anamosa.
Completion	<p>The service worker assigned to the case completes the information on the right side of the form when:</p> <ul style="list-style-type: none">◆ A child is referred to IM for a Medicaid eligibility determination.◆ Extra visit days are approved.◆ There is a change in the child's income, parental support, or health insurance coverage.◆ When the child leaves placement. <p>The IM worker assigned to the facility completes the information on the left side of the form:</p> <ul style="list-style-type: none">◆ To inform the service worker and the Foster Care Accounting Unit of the Medicaid eligibility and client participation decisions.◆ To inform the service worker of IFMC level of care decisions.◆ To request review information.◆ To report excess visit days or an unplanned absence from the facility.
Distribution	Mail the original to the worker to whom information is to be sent. File the copy in the case record of worker sending the form.

Data

General Information (These instructions are for both service and IM workers.)

- ◆ **To:** Enter the name of the receiving worker and county where the worker is located. Check whether the form is being sent to an IM or service worker.
- ◆ **From:** Enter the name of the sending worker and county where the worker is located. Check whether the form is being sent from an IM or service worker.
- ◆ **Re:** Enter the name of the child involved, the child's state ID number (or social security number, if the state ID is not assigned) and birth date, and the name of the facility in which the child is placed with the date of entry. Complete the facility name as specified by the facility. Do not use nicknames of the facility.

Service Section (These instructions are for service workers.)

◆ **Medicaid Eligibility**

- **Child in subsidized adoption:** If the child is in subsidized adoption, check whether the child is IV-E-eligible and indicate if a maintenance payment is made for the child.
- **Attached is Medicaid application:** Check this box if Medicaid eligibility is unknown or if the child's Medicaid eligibility is provided with state funds only.

Attach a copy of 470-2927 or 470-2927(S), *Health Services Application*, and a copy of the court order placing the child in foster care.

Indicate the name and address of the person (i.e., child, child's parent, or child's guardian) who should be notified of decision regarding the child's eligibility for Medicaid.

- **Child is Medicaid recipient:** Check this box if the child is already eligible for Medicaid, and check whether eligibility is SSI-related or FMAP-related. Attach a copy of the court order placing child in foster care.

The facility IM worker will obtain the needed financial documentation from the foster care IM worker.

♦ **Income and Health Insurance Data**

- **Court-ordered support or child's income:** Check this item if there is court-ordered child support or unearned income. Attach a copy of the court order setting the child support and indicate the name of the payee for the support or income of the child.

Indicate the date that the worker has requested that the Department be appointed payee for the child's income, if the payee is someone other than the Department when the child enters foster care.

- **Change:** Check this box if there is a change in earned or unearned income, insurance, court-ordered child support, or if the Department becomes payee. Attach an explanation.

♦ **Other**

- **Extra visit days approved:** Check this box if the district administrator or designee has approved visits in excess of maximum of 30 days per year. Note the number of days approved.
- **Child leaving this placement:** Check this box when the worker knows the planned date of discharge, or the child runs away, or there is an unplanned discharge.

Note the date and the type of placement in which child will be placed next, from the following: home, family foster care, group foster care, medical institution, shelter care, independent living, runaway, other. If other, provide an explanation.

IM Section (These instructions are for IM workers.)

- ♦ **Medicaid eligibility:** Check whether the child is eligible for federal financial participation through Medicaid. Enter the effective date on line provided. If child is not eligible for federal financial participation through Medicaid, enter the reason and the effective date of state-only eligibility.

Enter the client participation amount for the first month for a child entering the facility and for the last month for a child leaving the facility. Also enter the gross amount of unearned income and earned income of the child.

- ♦ **IFMC decision:** When a child in foster care or subsidized adoption enters a PMIC, check whether IFMC has approved or denied the level of care, and send a copy to the service worker. Attach a copy of form 470-0042, *Case Activity Report*.
- ♦ **Other**
 - **Review form attached:** Check this box when a Medicaid review is required. Attach a copy of the review form (PAER, 470-0455, for FMAP-related eligibles, or form 470-2927 or 470-2927(S), *Health Services Application*, for SSI-related eligibles).
 - **Visit days exceed maximum:** Check this box and send copy of form 470-0042, *Case Activity Report*, when visit days will exceed maximum.
 - **Runaway or unplanned discharge:** Check this box and send copy of form 470-0042, *Case Activity Report*, when the facility reports that the child has run away or an unplanned discharge has occurred.
 - **Signature and date:** The worker sending the form signs and dates the form.

[Preplacement Screening for Supervised Apartment Living Foster Care, Form 470-4063](#)

Purpose	Form 470-4063 assists case managers in determining if placement in the supervised apartment living foster care program is appropriate.
Source	This form may be completed on line using the template in the public state-approved forms folder on Outlook. You can also print the form from the DHS on-line manual or photocopy it from the paper manual.
Completion	The youth's case manager prepares an original and one copy of the form when considering placement of the youth in supervised apartment living.
Distribution	Attach a copy of the form to the <i>Request for Approval of Supervised Apartment Living Foster Care Placement</i> , form 470-3186, and forward both forms to your immediate supervisor. Place a copy in the case record.
Data	<p>Complete all items on the form to assist in determination of placement. The form covers the youth's:</p> <ul style="list-style-type: none">◆ School and work history◆ Medical or mental health issues, including pregnancy◆ Substance abuse◆ Parenting responsibilities◆ Cooperation and compliance at the current placement◆ History of delinquency◆ History of violence

Receipt of HIV-Related Information, Form 470-3227

Purpose	Form 470-3227 is used by the person receiving HIV-related information to document understanding of the confidentiality of this knowledge.
Source	Form 470-3227 can be printed from the on-line manual or photocopied from the paper sample.
Completion	The worker prepares an original and one copy of the form. All persons to whom the Department releases HIV-related information regarding a specific child verbally or in writing shall sign this document within 10 days of receipt of the information. (Iowa Code section 141A.9)
Distribution	File an original in the case record and give a copy to the person receiving the information.
Data	Complete all items.

Receiving State's Priority Home Study, Form 470-3926 (ICPC 102)

Purpose	This form is used to provide a form on which a relative home study can be completed whenever a court has created a priority placement order.
Source	Form 470-3926 is available as a template in the public state-approved forms folder on Outlook. You can also print the form from the DHS on-line manual or photocopy the form from the paper manual.
Completion	The service worker in the receiving state completes three copies of this form when form ICPC 101, <i>Sending State Priority Home Study Request</i> , is received.
Distribution	Send the original and two copies to the deputy compact administrator in the Division of Child and Family Services.
Data	Complete each section of the form by either entering the required information or by entering "Not Applicable."

Identifying Information

Name of Child to be Placed: Enter the child's name (last name, first name, and middle initial, if any). If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet and attach it to the back of the home study.

Age: Enter the age of the child who is proposed to be placed, as of the date this form is completed. If more than one child is proposed to be placed with the caretaker, list each additional child's age on the separate sheet.

Sending State: Enter the name of the state that issued form ICPC 101.

Ethnic Group: Enter the ethnic group to which the child belongs (as shown on form ICPC 101). If more than one child is proposed to be placed with the caretaker, list each additional child's ethnic classification on the separate sheet.

DOB: Enter the child's date of birth as listed on form ICPC 101. If more than one child is proposed to be placed with the caretaker, list each additional child's date of birth on the separate sheet.

Dates of Telephone Contact: Enter the dates (mm/dd/yy) on which you made telephone contact with the proposed caretaker.

Dates of Home Visits: Enter the dates (mm/dd/yy) on which you made each home visit with the proposed caretaker. You must make at least one home visit with the proposed caretaker.

Proposed Caretaker/Spouse

This section relates to the proposed caretaker and spouse, if applicable. It is essential to enter complete information to answer each question.

Name: Enter the name (last name, first name, middle initial) of the proposed caretaker. This information must agree with the names on form ICPC 101. (If the name does not agree with information on form ICPC 101, contact the deputy compact administrator for instruction before completing the rest of the form.)

Social Security Number: Enter the social security number of the proposed caretaker. If the caretaker does not have a social security number, enter "none" on this line.

Address: Enter the address (street, apartment number, city, state, and zip code) of the proposed caretaker. If the address is a rural route, include the route number and box number.

Telephone Number (Home) and (Work): Self-explanatory. Include area code. If the proposed caretaker does not have a telephone, enter a message telephone number, if possible. If the proposed caretaker does not have a telephone number or a message telephone number, enter "none."

Marital Status: Place an X in the marital status of the proposed caretaker, as follows:

S	Single
M	Married
Sep	Separated
D	Divorced
W	Widowed

Living With: Enter the name (last name, first name, and middle initial) of the adult person (other than legal spouse) with whom the proposed caretaker is living, if any.

Caretaker/Spouse: Enter the name (last name, first name, and middle initial) of the caretaker's spouse, if the caretaker is legally married.

Employer's Name and Address: Enter the company name and address of the employer, if the proposed caretaker is employed.

Employer's Telephone Number: Enter the work telephone number, including area code, of the employer of the caretaker's spouse. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the telephone number.

Income: Enter a dollar amount for the gross income of the household. Place an X in the box, which reflects the pay period involved. You **must** submit income verification.

Head of Household: Enter the name of the adult (aged 18 or older) who is considered to be the head of the household, as evidenced by the name on rent receipts, utility bills, etc.

Number of Members in Household: Enter the number of adults ages 18 or over and the number of children under the age of 18 in the household. Use the designation "A" for adults and "C" for children. Example: A = 2 and C = 1 indicates there are two persons aged 18 or over and one child under the age of 18 in the home.

Relationship to Proposed Caretaker: Enter the relationship of the proposed caretaker to the head of household, if applicable. If they are the same people, enter "same."

Length of Relationship (if not marital): Enter the length of time the proposed caretaker and head of household have had a relationship. If the head of household is the proposed caretaker, enter "same."

Relationship of Proposed Caretaker to Child: Enter the relationship between the proposed caretaker and the child who is being considered for placement in this home. Specify "paternal" or "maternal" to identify which side of the family is involved.

Note: Consider "half" relationships the same as whole relationships (e.g., a half sister is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a stepbrother is the same as a brother).

A relationship by marriage terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

Legal relationships between the child and members of the extended family may be altered when a court has terminated parental rights of the birth parents. If the parental rights of only one birth parent have been terminated, the child's relationship to the other parent (and the relatives of that parent) remains in effect.

Reason for Wanting to Care for Children: Enter the reason given by the proposed caretaker for wanting to care for these children and include your assessment of the response.

How did you hear about child's situation? Enter the response of the proposed caretaker to this question and your assessment of the response.

Do you understand the situation that caused this request? Enter the response of the proposed caretaker to this question and your assessment of the response.

Ability to protect child from offender: Enter your assessment of the ability of the proposed caretaker to protect the child from the person who perpetrated abuse or neglect.

Willingness to provide care (time-limited or open-ended): Enter the response of the proposed caretaker to this question and your assessment of the response.

Appropriateness of child care plans: Enter the response of the proposed caretaker to this question and your assessment of the response. Include any necessary explanation if the proposed caretaker does not plan to use child care or if the child to be placed with the caretaker does not require child care.

Forms of discipline: Enter the forms of discipline, which the proposed caretaker plans to use. Indicate whether corporal punishment will be used.

Is present income adequate? Enter your assessment of the adequacy of the income in the home to meet both current expenses and the additional expenses if the child is placed in the home.

Willingness (ability) to care for child without financial help: Check "yes" or "no" to indicate the caretaker's response.

Willingness to accept and apply for FIP? Check "yes" or "no" to indicate the caretaker's response.

Requests foster care benefits? Check "yes" or "no" to indicate the caretaker's response

Willingness to undergo licensure? Check "yes" or "no" to indicate the caretaker's response.

Special Needs

Using the information contained on form ICPC 101, enter your assessment of the caretaker's ability to meet the child's special needs, as well as the resources available in the schools and community to meet the child's special needs.

Other Adults in Household

List each person in the household aged 18 or over separately. Use an additional sheet to list household members if needed. For each person, note:

- ◆ Name
- ◆ Age
- ◆ Relationship to proposed caretaker
- ◆ Relationship to child to be placed
- ◆ Attitude towards placement

Other Children in Household

List each child in the household separately. Note:

- ◆ Name.
- ◆ Age.
- ◆ Relationship to proposed caretaker.
- ◆ Relationship to child to be placed.
- ◆ Attitude towards placement. If children in household are too young to respond to "attitude towards placement," enter "child too young."
- ◆ School progress and problems. For each child in the household who is school age, enter the progress problems being encountered in school.

- ◆ Previous contacts with public or social service agencies:
Enter the response of the caretaker to this question. Include all previous contacts of each member of the household with each public or social service agency describe:
 - The dates of contact
 - Types of contact
 - Services offered and provided
 - Outcomes

Clearances

Describe the results of criminal records and child abuse registry checks for each adult member of the household. If for some reason these checks are not completed, please explain.

Police: Conduct a criminal record check as directed 17-B(4), Topic 4, [Record Checks for Emergency Placements](#).

Child abuse and neglect: Check the Central Abuse Registry using the procedures in 17-B(4), Topic 4, [Record Checks for Emergency Placements](#).

Family known to public/social services agencies: Check the FACS system for current or prior cases on the family.

Health

Check "yes" or "no" to indicate whether proposed caretaker and other family members state that they are in basic, good health and free of communicable diseases. If not, attach separate page of explanation.

Home and Community

Adequacy of space: Enter your assessment of the proposed caretaker's home in relation to its adequacy to accommodate the child who is being considered for placement.

Will the child have his/her own bed? Check "yes" or "no." If no, explain.

Will the child have his/her own closet space? Check "yes" or "no." If no, explain.

Will the child share a bedroom? Check "yes" or "no."

With whom? If the previous question was answered "yes," enter the name of each child with whom the child will be sharing a bedroom.

Housekeeping standards: Enter your assessment of the proposed caretaker's housekeeping standards, taking into account the needs of the child who is being considered for placement.

Viewed potential hazards, safety problems, (please specify): Enter your assessment of any potential hazards or safety problems, which could affect the child, who is being considered for placement. If no potential hazards or safety problems are observed, enter "none."

Appropriateness of neighborhood: Enter your assessment of the caretaker's neighborhood, taking into account the needs of the child who is being considered for placement.

Proximity to schools, medical services, etc.: Enter your assessment of the proximity of community resources being available to the caretaker and the child being considered for placement, taking into account the child's special needs, if any.

Area of Concern

Explain any potential problem areas that you anticipate.

Case Plan From Sending State

Is the submitted case plan suitable/adequate for this placement? Check "yes" or "no." If no, explain in the space provided.

Do you have any recommended changes in the case plan or goal? If none, enter "none" in this section.

Are there any restrictions, limitations you would place on the proposed family, the court, the placing agency? Enter as much detail as necessary to explain your responses. If none, enter "none" in this section.

Financial/medical plan from sending state. Is it adequate for this child? Check "yes" or "no." If not, explain why.

Study Narrative

Discuss any areas that cannot be addressed by this abbreviated study. Expand on any area that needs clarification.

Worker's Recommendations: Check "For placement" or "Against placement" as applicable. If the recommendation is against placement, please explain.

Note: The ICPC unit or the sending agency will not accept the form if this section is left blank.

Comments (if appropriate): Self-explanatory.

Name of Worker: Print your name.

Name of Supervisor: Print the name of your immediate supervisor.

Title: Enter your job title on the left side of the page and your supervisor's title on the right side of the page.

Signature: Sign your name on the left side. If appropriate, your immediate supervisor signs on the right side.

Date: On the left side of the page, enter the date when you signed the form. On the right side of the page, enter the date when your supervisor signed the form, if applicable.

Telephone Number: Enter the respective work telephone numbers of yourself and your supervisor. Including area code and, if applicable, the extension.

References

Space is provided to enter information for three references as given by the proposed caretaker. For each one enter the:

- ◆ Street address,
- ◆ City,
- ◆ State,
- ◆ Zip code,
- ◆ Home telephone number, and
- ◆ Work telephone number, if applicable.

Beside each identified reference, check the box "yes" or "no" to indicate whether you contacted the reference.

Beside each reference you contacted, check the box "positive" or "negative" to indicate whether the information given by the reference was positive or negative about the proposed caretaker and the plan to place the child with the proposed caretaker.

If a reference gives a negative report, please explain the information.

Record Check Evaluation, Form 470-2310 and 470-2310(S)

Purpose	<p>The purpose of form 470-2310 and its Spanish translation, form 470-2310(S), is:</p> <ul style="list-style-type: none">◆ To notify an applicant for licensure, registration, approval, or employment of a founded child abuse or dependent adult abuse, or a criminal conviction.◆ To provide a means for a person to have an evaluation to be able to work or be licensed, etc., in spite of the abuse or criminal record.
Source	<p>The English form can be completed on line using the template available in the public state-approved forms folder on Outlook. The Spanish version can be printed from the on-line manual or photocopied from the sample in the printed manual.</p>
Completion	<p>The protective services unit or the regulatory unit in the local office shall make this form available to persons who request it. Complete Sections A and B to notify an applicant of a founded abuse report or criminal conviction.</p> <p>The person on the Registry listed as responsible for abuse completes Section C and Section D and may attach any collateral information to the form. One copy is required. Licensing or registration authorities may require additional copies.</p>
Distribution	<p>The person requesting the evaluation forwards the completed form to the Department office noted in Section B (or for health care facilities and worker programs, directly to the Central Abuse Registry).</p> <p>An investigating worker who receives an evaluation request shall immediately forward it to the appropriate licensing authority for the type of child care the requester seeks permission to pursue.</p>
Data	<p>Section C indicates whether the person requests evaluation. Section D provides information to be considered in the evaluation.</p>

Referral and Authorization for Child Welfare Services, Form 470-3055 and 470-3055(S)

Purpose	<p>Form 470-3055 or 470-3055(S) is used by the Department worker as a referral form to inform the provider about:</p> <ul style="list-style-type: none">◆ Services the provider is authorized to provide.◆ When services are terminated or changed during the authorization period.
Source	<p>Department staff may complete the English version of this form on line using the template in the FACS system or the template in the public state-approved forms folder on Outlook.</p>
	<p>Print or photocopy the Spanish version of this form from the sample in the manual.</p>
Completion	<p>The DHS worker, as the "referral worker," completes the form before:</p> <ul style="list-style-type: none">◆ Initiation of services, when used as a referral form,◆ The date of change, when terms of the services change, or◆ The termination date, if services are terminated during the authorization period.
Distribution	<p>Send the original to the provider. Keep a copy in the case record.</p>
Data	<p>Complete the provider's name and address, the name of the billing child, and the number of monthly units of services authorized.</p>

Page 181 is reserved for future use.

Referral Guide for Transition Planning, Form 470-3185

Purpose	<p>Form 470-3185 is used to exchange information with the transition planning specialist regarding the transition planning needs of teens in foster care.</p> <p>The Iowa Code requires that a written plan of services be included in the <i>Family Case Plan</i>, form 470-3453, for all youth in foster care aged 16 or older, to assist the youth in preparing for the transition from foster care to adult life. This plan is to be based on an assessment of the youth's needs.</p> <p>It is the responsibility of the case manager to address concerns that have been identified. This form is designed to assist the case manager and transition planning specialist in determining the level of service needed for successful transition.</p>
Source	<p>Complete this form on line using the template in the public state-approved forms folder on Outlook.</p>
Completion	<p>Prepare this form when:</p> <ul style="list-style-type: none">◆ A foster care youth in the system attains age 16.◆ A youth aged 16 or 17 enters the foster care system. <p>The transition planning specialist will send this form to the case manager when the youth's name appears on the monthly transition planning list. The case manager shall complete the form within 10 days of receipt and return a copy to the transition planning specialist.</p> <p>NOTE: The case manager may also generate the form if a foster care youth aged 16 or older has a change in circumstances after the initial 470-3185 has been returned to the transition planning specialist.</p> <p>FACS entry is completed:</p> <ul style="list-style-type: none">◆ After the end of the month that a youth enters placement, or◆ When a youth younger than age 16 is in need of transition planning services.

Distribution	Send the form to the transition planning specialist that covers the county where the child is from. This may be done electronically or in paper form. Place a copy of the form in the case file.
Data	Enter the identifying information in the boxes provided.
	Complete applicable items 1 through 9. Add any comments that will provide pertinent information to the transition planning specialist.

Referral of Client for Purchase of Social Services, Form 470-0662 and 470-0662(S)

Purpose Form 470-0662 or 470-0662(S) is used to refer a client for the purchase of services from a specified provider and to transmit information essential for billing to the provider.

Source DHS workers can complete the English version of this form on line using the template in the public state-approved service form folder on Outlook.

Print or photocopy the Spanish version of this form from the sample in the manual.

Completion The Department worker and the service supervisor complete this form when referring clients to providers for purchase of:

- ◆ Adoptive home study
- ◆ Preplacement services
- ◆ Post-placement services
- ◆ Preplacement or post-placement group services
- ◆ Adoptive home study update

Also issue the form to notify the provider when a client's services are being terminated. (This form is required even when the provider has been notified by phone.) The termination notice shall be issued ten days in advance whenever possible.

Distribution Give the original to the provider. File the copy in the child's or family's case record.

Data Complete as follows:

- ◆ Enter the provider's name and address in the "To:" address block. The form is designed to be used with a window envelope.
- ◆ Enter the remainder of your office address in the "From" section.
- ◆ Enter the client's identifying information in the spaces provided.

- ◆ On referrals:
 - For "effective date," enter the date the client begins to receive the service. This date is entered on the SRS and is the beginning billing date.
 - For "funding source," enter M. The provider uses this code as the state/local code on the *Purchase of Service Provider Invoice*, form 470-0020.
 - Enter "not applicable" or "NA" in the space for fees when no fees are to be collected.
- ◆ For clients who are no longer eligible or are terminating the service:
 - Enter the termination date.
 - State the reason for termination clearly in the comment section.

Additional comments or information may be added.

The worker and the service supervisor sign and date the form.

Page 186 is reserved for future use.

Release of Confidential HIV Information, Form 470-3234

Purpose	Form 470-3234 documents the release of HIV information and reasons for release. A record is maintained to ensure compliance with confidentiality policies for HIV information.
Source	Form 470-3234 may be printed from on-line manual or photocopy the sample from the printed manual.
Completion	The worker prepares one copy of the form.
Distribution	The form is filed in the client's record.
Data	<p>Record:</p> <ul style="list-style-type: none">◆ The type or method of release,◆ The date HIV information was released,◆ The type of information released,◆ The recipient of the information, and◆ The reason why HIV information was released

Report of Suspected Child Abuse, Form 470-0665 and 470-0665(S)

Purpose	Form 470-0665 provides a method for gathering the information.
Source	<p>The English version of this form is available as a template in the public state-approved forms folder on Outlook. Supplies of the form may also be printed from the on-line manual or photocopied from the sample in the paper manual. Make supplies available to mandatory reporters upon request. To meet the requirement of the law, reporters may also develop their own form.</p> <p>Print supplies of the Spanish version from the sample in the manual.</p>
Completion	The mandatory reporter making the report is to complete a written report within 48 hours after the oral report of the child abuse to the Department to meet the requirements of the reporting law.
Distribution	The mandatory reporter forwards the required copy to the local office. It must be destroyed at the same time as other child abuse information connected with the report.
Data	The reporter is to attach any collateral information on the report to the form.

Report on Child's Placement Status (ICPC 100B), Form 470-0788

Purpose	Form 470-0788 (ICPC 100B) is used to communicate between the placer, the supervising agency, and the respective compact administrators regarding the status of a placement requested under the Interstate Compact on the Placement of Children. It is a national form, known as the ICPC 100B.
Source	Form 470-0788 (ICPC 100B) is available as a template in the public state-approved forms folder on Outlook. You can also print the form from the DHS on-line manual or photocopy it from the paper manual.
Completion	<p>The person supervising the placement or causing the child to be placed completes this form each time:</p> <ul style="list-style-type: none">◆ A placement is made.◆ A placement is changed.◆ An approved placement is canceled.◆ A placement is terminated.◆ A case is closed.◆ There is a change of address or status of the placement (e.g., from foster care to adoption).

The Department worker is responsible for preparing the form for all children in the Department's custody or guardianship who are placed out of state and for all children placed into Iowa for whom the Department has assumed supervision under the compact.

When courts, probation officers, or private agencies have placed a child in another state or accepted supervision of a child from another state, their staff are responsible for preparing the form.

Complete one form per child or per sibling if the action applies to siblings at the same time.

When there is a change of purpose in an existing placement, e.g., from foster care to adoption, form 470-0781 (ICPC 100A) may be required at the request of the receiving state.

Distribution

Complete as follows:

- ◆ The sending agency keeps one copy and forwards the completed original plus three copies to the sending compact administrator, deputy compact administrator, or alternate.
- ◆ The sending compact administrator, deputy compact administrator, or alternate keeps one copy and forwards two copies to the receiving agency compact administrator, deputy compact administrator, or alternate.
- ◆ The receiving agency compact administrator, deputy compact administrator, or alternate keeps one copy and forwards one copy to the receiving agency.

Data

In the "To" box, enter "_____ Interstate Compact Administrator" with the blank filled with the name of the state where the report is to be sent. The Iowa Interstate Unit will complete the address.

In the "From" box, enter "Iowa Interstate Compact Administrator, Department of Human Services, 5th Floor, 1305 E. Walnut Street, Des Moines, Iowa 50319-0114."

Section I: Identifying Information. Enter the full legal name and birth date of the child concerning whom this placement information is being reported.

Enter the names of the legal mother and the legal father as on form 470-0781 (ICPC 100A).

Section II: Placement Status. To confirm the initial placement, indicate the resource's name and address and the exact date the child was placed in the receiving state. For "Type of Care," enter the same information that is marked for that item on form ICPC 100A: foster family care, adoption, etc.; with relative placements, specify the relationship.

If some aspect of the placement changes while the child remains in the receiving state, mark the "Placement Change" box and indicate the exact effective date of the change.

If the child moves from one placement resource to another, mark all of the remaining boxes and enter the requested information. For example, if a child leaves the parents' home and is placed in a residential treatment center, fill in the facility's name and address and indicate the new "Type of Care."

Subsequent ICPC 100Bs will list the new placement resource under "Identifying Information." Any additional moves to replace the child within the receiving state will be reflected in this same manner.

If only the name (e.g., mother re-marries) or address (original placement resource moves) changes, mark and complete only those items that are applicable.

Section III: Compact Placement Termination. Place an X in the appropriate boxes:

- ◆ Adoption Finalized: If an ICPC adoptive placement has been finalized (consummated), mark that box and the appropriate box for the state in which finalization occurred, "In Sending State" or "In Receiving State." Attach the final adoption decree.
- ◆ Child Reached Majority/Legally Emancipated: Mark this box if the child has reached majority age and has simultaneously ceased to be the responsibility of the sending agency, or if the child has become emancipated through such legal action as marriage or court decision.
- ◆ Legal Custody Returned to Parent(s): Mark this box when the child's legal custody/guardianship is returned to the parent which the concurrence of the receiving state. Attach the court order transferring custody to the parents to form 470-0788 (ICPC 100B).
- ◆ Legal Custody Given to Relative: Mark this box when the child's legal custody or guardianship is awarded to relatives (other than parents) with the concurrence of the receiving state. Attach the court order transferring custody to the relative.

- ◆ Treatment Completed: Mark this item when the placement resource has been providing a specific treatment-oriented service; that service has been completed; and the child is, therefore, being discharged from the facility, e.g., residential treatment center. This box may also be checked if the child was placed through Article VI of the Compact.
- ◆ Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State: Mark this box when the jurisdiction of the sending state has ended for some reason other than the transfer of custody to parents or relatives with the concurrence of the receiving state's supervising agency or court.

For example, if formal legal custody or guardianship is not going to be addressed but both states agree that supervision is no longer required or if both states agree to transfer jurisdiction to the receiving state.

If the sending state's jurisdiction is terminated without the concurrence of the receiving state (including custody/guardianship transfer), the decision was made unilaterally and that box should be marked.

- ◆ Unilateral Termination: Mark this box when the interstate agreement has been terminated unilaterally, whether by the sending or receiving state. A unilateral termination is one which one state ends the interstate placement agreement without the concurrence of the receiving state.
- ◆ Child Returned to Sending State: Mark this box when the child returns to the state they were placed from. This may be due to a disruption in placement.
- ◆ Child Moved to Another State: Mark this box when the child moves to a state other than the sending state.
- ◆ Proposed Placement Request Withdrawn: If you have submitted form ICPC 100A to request placement approval and have decided not to explore that resource further, mark this box, list the "Name" of the "Proposed Placement Resource," and date of your decision to terminate the compact.

Mark this box only when no action has yet been taken on form ICPC 100A. If you are withdrawing more than one request, submit a separate form on each and list each respective "placement resource."

- ◆ Approved Resource Will Not Be Used for Placement: Mark this box when you have received an approved form ICPC 100A but have decided not to place the child with that resource. List the name of the "Approved Placement" and date of your decision to end the compact.
- ◆ Other Reason: Please mark and specify if the reason for compact placement termination is not listed above; for example, the entire family moved to another state (new address should be indicated under "Placement Change"), the death of a child, the child ran away and whereabouts are unknown.

Date of Termination: Indicate the exact date of the activity, which ended the Compact Placement Agreement.

Section IV: Signatures. If a person, individual, or local agency is completing the form, please have a designated person sign, under "Person/Agency/Supplying Information," identify the agency, and date the signature.

The second block should be signed and dated by the compact administrator, deputy, or alternate.

Report on Efforts to Place Child for Adoption, Form 470-2889

Purpose	The purpose of form 470-2889 is to meet the statutory requirement of keeping the court informed of the efforts that are being made to place a child whose parental rights are terminated in an adoptive home in a timely manner.
Source	Complete this form on line using the template in the public state-approved forms folder on Outlook.
Completion	<p>The child's adoption worker initially completes this form within 45 days of receipt of the termination order.</p> <p>A follow-up report is required every 45 days thereafter, until the child is placed in an adoptive family or the court determines that reports are no longer necessary.</p> <p>Note: Other report formats may be used according to service area protocol.</p>
Distribution	Submit one copy to the court. Keep one copy in the child's case record.
Data	The form reports the child's current placement and the avenues being used to recruit an adoptive family.

Request for Approval of Supervised Apartment Living Foster Care Placement, Form 470-3186

Purpose	<p>Form 470-3186 is used to:</p> <ul style="list-style-type: none">◆ Obtain the service area manager's approval for a youth age 16 or older to be placed into supervised apartment living foster care.◆ Obtain authorization for payment of start-up costs needed by the youth.
Source	<p>This form may be completed on line using the template in the public state-approved forms folder on Outlook. You can also print the form from the on-line manual or photocopy it from the paper manual.</p>
Completion	<p>The youth's case manager prepares the form after a foster care staffing has determined that a supervised apartment living placement is the appropriate level of care for the youth.</p> <p>Complete all information above the approval section and obtain the supervisor's signature. Then obtain the signature of the service area manager or designee.</p> <p>The service area manager or designee approves or denies the placement and work requirement waiver (if applicable) and indicates the amount of the start-up money approved.</p>
Distribution	<p>File the signed original in the case record.</p>
Data	<p>The form lists the eligibility requirements for supervised apartment living placement and the amount of funds needed for start-up costs.</p>

Request for Child Abuse Information, Form 470-0643

Purpose	<p>Form 470-0643 is used:</p> <ul style="list-style-type: none">◆ To request registered child abuse information.◆ To verify the identify of the person filing the request.◆ To respond to the request for information.◆ To record the dissemination of information.
Source	<p>DHS staff can complete this form on line using the template available through the public state-approved forms folder on Outlook.</p>
Completion	<p>The form is initiated by any person wishing to obtain child abuse information from the Central Abuse Registry. A separate form must be completed for each family about whom information is requested (or each individual, for employment checks).</p> <p>Section I and either Section II or Section III is completed by the individual or agency staff person requesting the information.</p> <p>Section IV is completed by the Central Abuse Registry staff or a staff person designated by the service area manager as approved to relay founded child abuse information to any authorized requester.</p> <p>All local offices are authorized to release information to the subjects of a child abuse investigation or assessment (or to a subject's legal representative) upon verification of identity and subject status.</p>
Distribution	<p>For requests originating outside the Department and employment checks from Department institutions, send the form to the Central Abuse Registry. The Registry returns the completed form to the requester and retains a copy to record dissemination if a record of founded child abuse exists.</p>

Forms transmitted by the Registry to a Department personnel office are handled according to policy in 16-E(1) on registered reports.

For **internal DHS requests** from licensing, registration or placement approval record checks and requests for the written report, provide the form to the field staff designated in the service area to do child abuse record checks and release of **registered reports**:

- ◆ Send one copy to the Registry to record any dissemination of information. (Submit only if there is information on a registered incident or a registered written summary has been released.)
- ◆ Keep one copy of the completed form for the local office records.
- ◆ Send one copy to the requester with the result of the check. The Registry provides local office with the Iowa Code reference to in recording the result of the check. When a report is released, the name of the reporter must always be deleted.

Data

Section I identifies the requester and attest that the requester understands the legal provisions for handling child abuse information.

Section II is completed by a person who is responsible for the placement or licensure, registration, or approval for payment of facilities and is seeking child abuse record checks for applicants or employees.

Section III is completed by a subject, mandatory reporter, or agency staff person requesting a copy of the written summary.

Section IV gives the outcome of the request.

Request for Medicaid Information, Form 470-2737 and 470-2737(S)

Purpose	Form 470-2737 or 470-2737(S) is a letter that requests the parents, guardian, or other responsible persons to provide the information necessary to determine the medical coverage group for the child in foster care.
Source	Complete the English version of this form on line using the template in the public state-approved forms folder on Outlook. Print or photocopy the Spanish version of this form from the sample in the manual.
Completion	The service worker shall prepare and mail this form within three working days of a child's entry into foster care.
Distribution	Send one copy to the parents, guardian or other responsible person with the <i>Health Services Application</i> , form 470-2927 or 470-2927(S). Maintain one copy in the child's foster care file.
Data	Complete as follows: <ul style="list-style-type: none">◆ Fill in the date the letter is sent to the family.◆ Enter the family's name and address.◆ Enter the date that the letter is to be returned to the worker in the designated area.◆ Enter the service worker's phone number.◆ Enter the worker's signature.

**Request for Tangible Goods, Child Care, and Ancillary Services,
Form 470-3056 and 470-3056(S)**

Purpose Form 470-3056 or 470-3056(S) is used to secure prior authorization for the purchase of tangible goods, child care, or ancillary services that foster parents caring for special-needs children may need.

Source Complete the English version of this form on line using the template available in the public state-approved forms folder on Outlook.

Print or photocopy the Spanish version of this form from the sample in the manual.

Completion The foster care worker shall prepare two copies this form when it is determined that foster parents require the designated services to meet the needs of a special needs child in care. Complete the form before the actual purchase of services.

The immediate supervisor shall approve the form.

Distribution Provide the original to the foster parent and file a copy in the child's case record.

Data The items on the form are to be completed as follows:

Child's Name: Enter the child's name.

Age: Enter the child's current age.

Foster Parent's Name and Address: Enter the foster parent's name and address.

Reason for Request: Enter a brief statement (1-2 sentences) detailing the reason for the request.

Describe Child's Special Need: Briefly describe the special need and how the special need relates to the request.

Identify Service: Check the appropriate service.

Total Amount Requested: Enter the total amount of the request and indicate if the amount is a one-time-only payment or a recurring monthly payment.

For child care requests, enter the projected number of hours per month care will be provided and the hourly rate. **Note:** Child care services may be provided by a licensed foster parent or a licensed or registered child care provider.

Signatures: Obtain the indicated signatures.

When the service area manager's authorization is obtained, generate payment to the foster parent or service provider via the ABC system according to instruction in 18-D, [*FAMILY FOSTER CARE*](#).

Note: Secure original receipts, signed by the foster parent or service provider and maintain them in the child's case record.

Rescinding the Consent to Adoption, Form 470-2990 and 470-2990(S)

Purpose	Form 470-2990 or 470-2990(S) is used to rescind the <i>Consent to Adoption</i> that the Department previously granted.
Source	DHS workers can complete the English version of this form on line using the template in the public state-approved adoption forms folder on Outlook. Print or photocopy the Spanish version of this form from the sample in the manual.
Completion	<p>The child's adoption worker prepares this form when it is determined before finalization of the adoption that it is not in the child's best interest to finalize the adoption based one or more of the following circumstances:</p> <ul style="list-style-type: none">◆ The request of the adoptive family.◆ A founded child abuse report or an accusation of child abuse, pending the determination of the report.◆ Conviction of a crime or an accusation of a crime, pending a court decision regarding the crime.◆ The request of a child who is aged 14 or over and has reversed the decision regarding the adoption.◆ Other verified indications that the adoption is not in the best interest of the child.
Distribution	Make two copies of the completed form. Send the original to the family's attorney and a copy to the adoptive family. Keep one copy in the child's case file.

Review Decision on Nonregistered Report, Form 470-3396 and 470-3396(S)

Purpose	Form 470-3396 or 470-3396(S) provides a letter for notifying subjects of the decision following local review of a nonregistered child abuse investigation or assessment.
Source	The English version of this form is available as a template in the public state-approved forms folder on Outlook. Print or photocopy the Spanish version of this form from the sample in the manual.
Completion	The staff person designated by the service area at the time of the decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send one copy to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	<p>The template completes the date field. Enter:</p> <ul style="list-style-type: none">◆ The name and address of the person requesting review, in the format for a window envelope.◆ The date of the request.◆ The name of the office receiving the request.◆ The incident number of the report reviewed.◆ The date of the <i>Child Abuse Notification</i> for that report.◆ The name and signature of the person making the decision.

Review Decision on Registered Report, Form 470-3395 and 470-3395(S)

Purpose	Form 470-3395 or 470-3395(S) is a letter for notifying subjects of the decision following local review of a registered child abuse investigation or assessment.
Source	The English version of this form is available as a template in the public state-approved forms folder on Outlook. Print or photocopy the Spanish version of this form from the sample in the manual.
Completion	The staff person designated by the service area at the time of the decision completes the letter. Issue the letter to inform the subject of the right to administrative hearing on the local office decision on the correction of the report.
Distribution	Send the original to the subject who requested the review. Make a copy of the completed form to place in the case file.
Data	The template enters the date field. Enter: <ul style="list-style-type: none">◆ The name and address of the person requesting a review, in the format suitable for a window envelope.◆ The date of the request.◆ The name of the office receiving the request.◆ A check in the box for the response to the request.◆ The name and signature of the person making the decision.

Safety Assessment, Form 470-4132 and 470-4132(S)

Purpose	The <i>Safety Assessment</i> , form 470-4132 or 470-4132(S), helps to ensure the safety of the child victim by identifying the safety concerns and involving the family in the development of a plan to address safety needs.
Source	Complete the English version of this form using the template on the Case Flow home page. Print or photocopy the Spanish version of this form from the sample in the manual.
Completion	<p>The child protective worker must complete the initial <i>Safety Assessment</i>:</p> <ul style="list-style-type: none">◆ Within 24 hours of the first contact with the child, and◆ Again at the conclusion of the child protective assessment for any child determined to be conditionally safe at the initial safety assessment. <p>The social work case manager must complete the <i>Safety Assessment</i> with supervisory consultation before:</p> <ul style="list-style-type: none">◆ Decision to initiate unsupervised visitation.◆ Decision to reunify child with family.◆ Decision to close case or recommend case closure to court. <p>Also complete the <i>Safety Assessment</i> whenever circumstances suggest that the child is in unsafe situation.</p> <p>Use RC-0104, <i>Safety Assessment Guidance</i>, to complete the safety assessment. Review information obtained from systems checks, Department records, and any prior or current court involvement.</p>
Distribution	The <i>Safety Assessment</i> is not distributed as part of the <i>Child Protective Services Assessment Summary</i> . Print the safety assessment and keep it in the case file. If the case is transferred for ongoing DHS services, include a copy of the <i>Safety Assessment</i> in the referral packet.

Data

Upon request, provide a copy of the *Safety Assessment* to the subjects of the report. Provide the *Safety Assessment* to a provider of safety plan services when there is a release of information signed by parent.

Case name: The child protective worker enters names of all of the child victims. The social worker case manager enters the youngest child's name.

Incident number/FACS number: The child protective worker enters the incident number. The social work case manager enters the FACS number.

Worker name: Name of the worker.

County: Enter the name of the county of residence of the child.

Date *Safety Assessment* completed: Enter the date the *Safety Assessment* is completed.

Safety Assessments: Check the item that describes the circumstances of the assessment:

- ◆ Initial child protective safety assessment
- ◆ Subsequent child protective safety assessment
- ◆ Unsupervised visitation safety assessment
- ◆ Reunification safety assessment
- ◆ Case closure safety assessment
- ◆ Unsafe situations safety assessment

Signs of Present or Impending Danger: Identify a concern for present or impending danger by checking "yes," which is defined as "clear evidence or other cause for concern."

NOTE: The form does not give an exhaustive list of examples. For more examples of the signs of present or impending danger, see [RC-0104, *Safety Assessment Guidance*](#).

Description of Safety Constructs:

- ◆ Describe the [threats of maltreatment](#) that are present at this time (i.e., aggravating factors that combine to produce a potentially dangerous situation)
- ◆ Describe the [child's vulnerability to maltreatment](#) (i.e., the degree that a child cannot on the child's own avoid, negate, or minimize the impact of present or impending danger)
- ◆ Describe the [caretaker's protective capacities](#) (i.e., the family strengths or resources that reduce, control, or prevent threats of maltreatment from arising as well as factors and deficiencies that have a negative impact on child safety)

NOTE: See the definitions of [present danger](#) and [impending danger](#).

Safety Decision: Check the box to indicate your determination as to whether the child is "safe," "conditionally safe," or "unsafe."

DHS worker signature: Enter an electronic signature.

Date and time completed: Enter the date and time.

Supervisory consulted and manner of consultation: Enter name of supervisor consulted and manner of consultation. Select the phone, e-mail or face-to-face.

Date and time: Enter the date and time of supervisory consultation.

Safety Assessment Guidance, RC-0104

Purpose	RC-0104 is to be used as guidance to assist the worker in assessment and identification of signs of present or impending danger. The guide is intended to assist staff in articulating safety concerns consistently throughout the life of the case to the family, to internal and external partners in child protection.
Source	Print the <i>Safety Assessment Guidance</i> from the on-line manual as needed or photocopy it from the printed manual.

Safety Plan, Form 470-4461 and 470-4461(S)

Purpose	The <i>Safety Plan</i> , form 470-4461 or 470-4461(S), is used to identify safety concerns and involve the family in addressing safety needs and documenting actions to be taken to ensure safety of the child victim and the other children.
Source	Complete the English version of this form using the template on the Case Flow home page after completing hard copy with the family. Print or photocopy the Spanish version of this form from the sample in the manual.
Completion	If the <i>Safety Assessment</i> determines that a child is conditionally safe, a <i>Safety Plan</i> must be developed. The child protective worker or social work case manager completes the <i>Safety Plan</i> after developing a plan with the family.
Distribution	Print the <i>Safety Plan</i> and keep it in the case file. Provide the <i>Safety Plan</i> to the family, to the provider of safety plan services upon referral, and to the social worker case manager upon case transfer. The <i>Safety Plan</i> is not distributed as part of the <i>Child Protective Services Assessment Summary</i> . If the case is transferred for ongoing DHS services, include a copy of the <i>Safety Plan</i> in the referral packet.
Data	Child's name: Enter the name of the child victims. The social worker case manager enters the youngest child's name. Worker and: Enter the worker's name. County: Enter the county name or number. Incident #: Enter the number assigned by the STAR database system. Date/time <i>Safety Plan</i> completed: Enter the date and time the <i>Safety Plan</i> was completed. Safety Concerns: Enter cause for concern for present or impending danger using the <i>Safety Assessment</i> .

Tasks which assure safety and are done by, for how long, and how often:

- ◆ **Participant:** Enter the name of each participant who will have responsibility in the safety plan.
- ◆ **Agreed upon actions:** Enter the actions that each participant has agreed to be responsible for to ensure the safety of the child victims.
- ◆ **How long:** Length of time the participant is agreeing to actions to ensure the safety of the child victims.
- ◆ **How often:** Frequency the participant is agreeing to actions to ensure the safety of the child victims.

How the plan is monitored: Enter how the plan will be monitored.

Back up plan: Enter specific back-up plan for each action to ensure safety of the child victims.

Family and Participant Agreement: The parents or caregivers of the child victims must sign and date the form at the point of its completion to document their agreement with the safety plan. Enter any additional information.

CPW/SWCM/supervisor agreement with *Safety Plan*:
Upon review and approval of the *Safety Plan* the child protective supervisor or social work case management supervisor must sign and date the agreement and enter the date and time of approval.

Pages 210 through 212 are reserved for future use.

Sending State Priority Home Study Request, Form 470-3925 (ICPC 101)

Purpose	Form 470-3925 (ICPC 101) is used to alert the receiving state to the fact that the court that has jurisdiction over the child has determined that a priority placement of a child from one state into another state is necessary.
Source	Form 470-3925 is available as a template in the public state-approved forms folder on Outlook. You can also print the form from the DHS on-line manual or photocopy the form from the paper manual.
Completion	The child's service worker in the sending state completes five copies of this form and other ICPC referral materials within three business days of receipt of a court order that indicates the court has determined that a priority placement situation exists.
Distribution	Send the original and two copies to the deputy compact administrator in the Division of Child and Family Services. Also send a copy to the court that requested the priority placement for verification that the ICPC referral was submitted timely. Keep a copy in the child's record.
Data	If more than one child is proposed to be placed with the caretaker, list all additional children on a separate sheet of paper and attach the sheet to the back of the home study.

Identifying Information

Name of Child to be Placed: Enter the child's complete name, (last name, first name, and middle initial, if any).

Age: Enter the child's age as of the date the form is completed.

Mother's Name: Enter the name of the mother of the child as found on the child's birth certificate.

Ethnic Group: Enter the ethnic group to which the child belongs, such as Caucasian, African-American, Native American Indian, Hispanic, etc. If the child belongs to more than one ethnic group, enter "Biracial" for the child's ethnic group membership.

DOB: Enter the child's date of birth as listed on the child's birth certificate.

Father's Name: Enter the name of the father of the child as found on the child's birth certificate. If there is no father listed on the birth certificate, list the name of the alleged father if known, and specify "alleged." If the child's birth father is unknown, enter "unknown" on this line.

Proposed Caretaker

This section relates to the person who will be providing care for the child when placement occurs. Contact the proposed caretaker to determine the person's interest in caring for the child if the court order does not indicate such information.

Due to the time constraints for completing the home study, it is essential to include all identifying information about the proposed caretaker in the request.

Name: Enter the name (last name, first name, middle initial) of the proposed caretaker.

Marital Status: Enter the marital status of the proposed caretaker, as follows:

S	Single
M	Married
Sep	Separated
D	Divorced
W	Widowed

Living With: Enter the name (last name, first name, middle initial) of the adult person with whom the proposed caretaker is living, if any. If the proposed caretaker is living alone (without any other adult in the home), leave this section blank.

Address: Enter the complete address (street, apartment number, city, state, zip code) of the proposed caretaker. If the address is a rural route, include the route number of the proposed caretaker.

Home Telephone Number: Enter the home telephone number of the proposed caretaker, including the area code. If the proposed caretaker does not have a home telephone number or a home message telephone number, enter "None" on this line.

Work Telephone Number: Enter the work telephone number of the proposed caretaker, including the area code of the proposed caretaker. If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the number. If the proposed caretaker is not employed, leave this line blank.

Social Security Number: Enter the social security number of the proposed caretaker, if known. Otherwise, leave this line blank.

Relationship to Child Identified Above: Specify paternal or maternal to identify which side of the family is involved.

Note: Consider "half" relationships the same as whole relationships (e.g., a "half sister" is the same as a sister). Consider "step" relationships the same as if related by blood (e.g., a "stepbrother" is the same as a brother).

A relationship "by marriage" terminates when death or divorce occurs, but if a child was born of the married parents, the relationship between the parents continues even after the marriage is dissolved.

Termination of parental rights of a birth parent by a court severs all relationships between the child, the parent's parents, and all other relatives (either by blood or marriage).

Best Time of Day to Contact Caretaker: Enter "a.m." if the best time to contact the proposed caretaker is between 8:00 a.m. and 12:00 noon (local time of the caretaker). Enter "p.m." if the best time to contact the proposed caretaker is between 12:00 noon and 5:00 p.m. (local time of the caretaker).

Enter "evening" and specify the period if the best time to contact the proposed caretaker is after 5:00 p.m. and before 9 p.m. (local time of the caretaker).

Employer: Enter the company name of the employer if the proposed caretaker is employed. If the proposed caretaker should not be contacted at work, indicate this fact beside the name.

Alternate Contact Name & Address: Enter the name (last name, first name, middle initial) and address (street, apartment number, rural route and box numbers, city, state, and zip code) of an alternate person who may be contacted in an effort to make contact with the proposed caretaker. Include the relationship of the contact person with the proposed caretaker.

Assessment of Child

This section relates to the child who will be placed with the proposed caretaker if the receiving state compact administrator recommends placement and court approval for placement is given.

It is essential to provide sufficient information so that the receiving state worker can complete an adequate assessment that will take into account the needs of the child, as well as the capacity of the proposed caretaker to provide appropriately for the child.

Case Plan Attached: Check "yes" or "no" to indicate if the child's case plan is attached to the referral. If you have completed a case plan, you must attach it to the referral.

Financial/Medical Plan Attached: Check “yes” or “no” to indicate if the financial and the medical plans for the child are attached to the referral.

For proposed placement with the child’s parent, you may indicate that the parent is expected to assume financial and medical responsibility through private resources or public aid.

For all other placements, you must include financial and medical plans with the referral to indicate how the proposed caretaker will meet the child’s financial and medical needs.

Special Needs: Enter a description of all special needs, which require attention if the child is to be successfully placed with the proposed caretaker. Special needs of the child include all medical, physical, emotional, behavioral, educational, and psychological areas of functioning.

If this information is contained elsewhere in the referral packet, enter the location for the information.

Handicaps: Mental/Physical: Describe in detail all mental or physical handicaps which the child has and which must be taken into consideration in regard to the capability of the proposed caretaker to care for those conditions adequately. If this information is contained elsewhere in the referral packet, enter the location of the information.

Service Needs/Treatment Requirements: Enter all service needs and treatment requirements, which must be addressed in order to achieve and maintain an acceptable placement of the child.

For each service need or treatment requirement listed, include the method by which payment for provision will be obtained, if such information is not included elsewhere in the referral (e.g., case plan, financial/medical plan, etc.).

School Information: If the child is under age on the date of the proposed placement, leave this section blank. If the child is aged five or older, enter the following information:

- ◆ Name of school.
- ◆ Grade last attended.
- ◆ Report that includes most recent grades.
- ◆ Whether special classroom attendance is necessary due to child being learning disabled (LD) or behaviorally disabled (BD).
- ◆ Copies of the child's Individualized Educational Plan (IEP), if applicable.
- ◆ Recommendations of most recent teacher, counselor, or principal regarding educational needs of child.
- ◆ If child is not attending school, give the reasons for nonattendance.

Other Required Pertinent Information: Check "yes" or "no" to indicate whether additional case material will be sent. If you select "yes," indicate a tentative date for submitting the additional material.

Worker's Name: Print your name (first name, last name).

Telephone Number: Enter your telephone number, including area code. If applicable, include the extension number.

Worker's Signature: Self-explanatory.

Date: Self-explanatory.

Supervisor's Signature: If required by local office policy, enter the signature of your immediate supervisor.

Date: Self-explanatory.

Telephone Number: If required by local office policy, enter your supervisor's telephone number, including area code.

Page 219 is reserved for future use.

SSI Advocacy Project Referral, Form 470-3361

Purpose	Form 470-3361 is used to provide information to the contractor for the SSI Advocacy Project.
Source	Complete this form on line using the template in the state-approved forms folder on Outlook.
Completion	<p>The child's service worker prepares an original and one copy of this form to request that DHS be named payee when:</p> <ul style="list-style-type: none">◆ A child entering care is already receiving SSI or Social Security benefits and is expected to be out of the home for more than 90 days.◆ A child entering care who has significant physical or mental health problems.
Distribution	<p>Send the original to the contractor for the SSI Advocacy Project at the address listed on the form.</p> <p>File a copy in the child's case record.</p>
Data	The form collects identifying information about the child and the child's disabilities.

Supervisory Report, Form 470-0773

Purpose	Form 470-0773 provides a guide for reporting post-placement supervision in an adoptive home.
Source	DHS workers can complete this form on line using the template in the public state-approved adoption forms folder on Outlook.
Completion	<p>The adoption worker who does the post-placement supervision of the placement prepares:</p> <ul style="list-style-type: none">◆ The first report within 30 days after placement is made.◆ A second report no later than 90 days after placement.◆ The final report after the fifth month of placement or after consent to adopt is requested. <p>Note: This form is optional. Workers may use their own format.</p>
Distribution	Keep one copy in the child's case record; and a copy in the child's guardianship file. (Additional copies may be needed, depending upon the situation.)
Data	<p>This form records:</p> <ul style="list-style-type: none">◆ Contacts made with the child and family.◆ Observations about the child.◆ Observations about the family.◆ A summary of the worker's evaluation of the placement.

Transfer of Subsidized Adoption Case, Form 470-3003

Purpose	Form 470-3003 serves as a transmittal between Department offices for transfer of a subsidized adoption case.
Source	Print this form from the on-line manual or photocopy the sample from the printed manual, as needed.
Completion	The child's worker shall complete this form for each child whose case is transferred to another Department service area.
Distribution	Send a copy to the service area manager for the family's new residence, and place a copy in the case file mailed to the new office.

Voluntary Foster Care Petition, Form 470-2634 and 470-2634(S)

Purpose	Form 470-2634 is used to facilitate the scheduling of the initial determination hearing for voluntary foster care placements if another format is not provided by the juvenile court.
Source	Print or photocopy the English or Spanish version of this form from the samples in the manual.
Completion	The foster care worker completes of this form before placement.
Distribution	<p>Make three copies of the completed form. File the original with the juvenile court where the parents or guardian are signing the foster care petition. Give a copy to the parents or guardian and file a copy in the child's case record.</p> <p>Follow any alternative procedures as developed by the juvenile court.</p>

Voluntary Foster Care Placement Agreement, Form 470-0715 and 470-0715(S)

Purpose	Form 470-0715 is used for securing a written agreement for all voluntary placements in foster care. All voluntary placement agreements for children under age 18 shall terminate after 90 days. See XIII-J, Voluntary Placement for Children Under Age 18 , and Voluntary Placement for Children Aged 18 or Older , for more specific policies.
Source	Complete the English version of this form on line using the template in the public state-approved forms folder on Outlook. You may also print the form from the sample in the manual.
	Print or photocopy the Spanish version of this form from the sample in the manual.
Completion	<p>The foster care worker completes the <i>Voluntary Foster Care Placement Agreement</i> before the child's placement into foster care (unless it is an emergency placement) and, for youth age 18 and older, upon each six months' redetermination.</p> <p>Prepare three for children under 18; two for children 18 and over.</p>
Distribution	After obtaining all required signatures, file the original in the child's record, and give one copy to the child or the parent or guardian who signed the agreement. For children under 18, make sure the FACS referral to ICAR is complete for eligible foster care placements.
Data	Both parents' signatures are necessary when both have custody of the child.

Waiting Child Enrollment, Form 470-3351

Purpose	Form 470-3351 is used to enroll a child available for adoption with Iowa KidsNet. The information contained in the form allows Iowa KidsNet to register a child on our web site, compose the child's biography, and register the child with AdoptUsKids, if desired. (See AdoptUsKids Website Waiver, form 470-4155 , if you do not want your child listed on AdoptUSKids.)
Source	It is preferred that this form be completed electronically.
Completion	<p>The child's adoption worker completes a copy of this form after a child's parental rights have been terminated and the child needs to be listed with Iowa KidsNet to recruit an adoptive family. If you have a sibling group to list with Iowa KidsNet, please complete a separate enrollment form for each child in the sibling group.</p> <p>If a child remains listed with Iowa KidsNet one year or longer, complete an update of the enrollment form each year or more frequently if there is a significant change in the child's circumstances.</p>
Distribution	<p>Fax, mail, or e-mail the completed form to:</p> <p>Iowa KidsNet Attn: Della Degner 3125 Cottage Grove Avenue Des Moines, IA 50311 ddegner@iowakidsnet.com Fax: 515-271-7450 Phone: 515-271-7399</p> <p>Place a completed copy of the <i>Waiting Child Enrollment</i> form in the child's case record.</p>



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

September 1, 2006

GENERAL LETTER NO. 17-AP-3

ISSUED BY: Bureau of Protective Services,
Division of Behavioral, Developmental and Protective Services for
Families, Adults and Children

SUBJECT: Employees' Manual, Title 17, **CHILD WELFARE APPENDIX**, Title page,
new; Contents (pages 1 through 5), new; pages 1 through 224, new;
and the following forms:

470-3614	<i>Adoption Information Checklist</i> , unchanged
470-4075	<i>Adoption IV-E Checklist</i> , unchanged
470-0745	<i>Adoption Notice of Decision</i> , revised
470-3355	<i>Adoption Report to the Court</i> , unchanged
470-0774	<i>Adoption Staffing Summary</i> , unchanged
470-0749	<i>Adoption Subsidy Agreement</i> , unchanged
470-4155	<i>AdoptUSKids Website Waiver</i> , new
470-0761	<i>Agreement of Placement for Adoption</i> , unchanged
470-0762	<i>Agreement to Future Adoption Subsidy</i> , unchanged
470-0743	<i>Application for Adoption</i> , unchanged
470-0615	<i>Application for All Social Services</i> , unchanged
470-0615(S)	<i>Application for All Social Services (Spanish)</i> , revised
470-0744	<i>Application for Subsidy</i> , unchanged
470-3301	<i>Authorization for Release of Child Abuse Information</i> , unchanged
470-3301(S)	<i>Authorization for Release of Child Abuse Information</i> (Spanish), new
470-3225	<i>Authorization to Release HIV-Related Information</i> , unchanged
470-3615	<i>Background Report Part 1</i> , unchanged
470-3698	<i>Background Report Part 2</i> , unchanged
470-3031	<i>Birth Parent Affidavit to Court</i> , unchanged
470-3416	<i>Checklist for Retroactive Review</i> , unchanged
Comm. 164	<i>Child Abuse: A Guide for Mandatory Reporters</i> , unchanged
470-3239	<i>Child Abuse Assessment Parental Notification</i> , revised
470-0639	<i>Child Abuse Multidisciplinary Team Agreement</i> , unchanged
RC-0003	<i>Child Abuse Registry Report Code Card</i> , unchanged
470-0675	<i>Child and Dependent Adult Abuse Contact Roster</i> , unchanged
470-4057	<i>Child Care Assistance Eligibility Worksheet</i> , unchanged

470-3479	<i>Child Protective Assessment Cover Letter</i> , unchanged
470-3240	<i>Child Protective Services Assessment Summary</i> , unchanged
470-0607	<i>Child Protective Services Intake</i> , unchanged
RC-0077	<i>CINA Guidance Tool</i> , new
RC-0097	<i>CINA Intake Guidance Tree</i> , new
470-4135	<i>CINA Services Assessment Summary</i> , unchanged
470-4128	<i>Community Care Explanation and Referral</i> , unchanged
470-4128(S)	<i>Community Care Explanation and Referral (Spanish)</i> , new
588-0298VR	<i>Confidential Verification of Birth</i> , unchanged
470-0755	<i>Consent to Adoption</i> , unchanged
470-0755(S)	<i>Consent to Adoption (Spanish)</i> , unchanged
470-3164	<i>Counseling Affidavit</i> , unchanged
RC-0076	<i>CPS and CINA Intake Decision Tree</i> , new
RC-0093	<i>CPS Assessment - Case Disposition Decision Tree</i> , new
RC-0095	<i>Criminal Record Case Codes</i> , new
595-1396	<i>DHS Criminal History Record Check</i> , unchanged
595-1396(S)	<i>DHS Criminal History Record Check (Spanish)</i> , unchanged
RC-0049	<i>Dissemination Desk Aid</i> , unchanged
RC-0090	<i>Drug Testing Guidelines</i> , new
470-0752	<i>Exchange Referral of Family</i> , unchanged
470-3853	<i>Facility Assessment Checklist for Child Care Centers</i> , unchanged
470-3854	<i>Facility Assessment Checklist for Child Care Homes</i> , unchanged
470-3855	<i>Facility Assessment Checklist for Foster Family Homes</i> , unchanged
470-3856	<i>Facility Assessment Checklist for Group Care</i> , unchanged
470-2412	<i>Family Assistance Fund Report</i> , unchanged
470-3453	<i>Family Case Plan</i> , revised
470-3453(S)	<i>Family Case Plan (Spanish)</i> , new
470-4138	<i>Family Functioning Domain Criteria</i> , revised
470-2413	<i>Family Preservation Service Report</i> , unchanged
470-4133	<i>Family Risk Assessment</i> , unchanged
470-2914	<i>Foster Care and Subsidized Adoption Medicaid Review</i> , unchanged
470-3725	<i>Foster Care Escrow Account Transaction</i> , unchanged
470-2747	<i>Foster Care Provider Medical Letter</i> , unchanged
470-0714	<i>Foster Care Review Notice</i> , unchanged
470-0716	<i>Foster Family Placement Contract</i> , unchanged
470-0718	<i>Foster Family Removal Letter</i> , unchanged
GAX	<i>General Accounting Expenditure</i> , unchanged
470-2927	<i>Health Services Application</i> , revised
470-2927(S)	<i>Health Services Application (Spanish)</i> , new
RC-0053	<i>Home Study Update Guide: Transition to Adoption</i> , unchanged
470-3619	<i>Home Study Update Worksheet</i> , unchanged
RC-0083	<i>How-Do-I? Guide: Case Management</i> , new
RC-0082	<i>How-Do-I? Guide: Case Planning</i> , new

RC-0088	<i>How-Do-I? Guide: CINA Intake</i> , new
RC-0089	<i>How-Do-I? Guide: CPS Intake</i> , new
470-3700	<i>ICAMA Notice of Action (ICAMA 6.02)</i> , unchanged
470-3699	<i>ICAMA Notice of Medicaid Eligibility/Case Activation (ICAMA 6.01)</i> , unchanged
470-3701	<i>ICAMA Report of Change in Child/Family Status (ICAMA 6.03)</i> , unchanged
470-3827	<i>ICPC Financial and Medical Plan</i> , unchanged
470-0790	<i>ICPC Interstate Compact Transmittal</i> , unchanged
470-4131	<i>Intake Guidance Tool</i> , new
470-0781	<i>Interstate Compact on the Placement of Children Request (ICPC 100A)</i> , unchanged
RC-0045	<i>Interstate Compact Requirements for Placing Children Out of Iowa</i> , unchanged
RC-0046	<i>Interstate Compact Requirements for Receiving Children Into Iowa</i> , unchanged
470-3918	<i>IV-E Changes</i> , revised
470-3839	<i>IV-E Initial Placement Information</i> , revised
470-3334	<i>JCS Referral for Payment</i> , unchanged
470-3351	<i>KidSake Enrollment</i> , revised
470-3350	<i>KidSake Photography</i> , unchanged
470-3018	<i>Letter of Removal</i> , unchanged
RC-0092	<i>Limited Services Eligibility</i> , new
470-3613	<i>Matching Tool</i> , unchanged
470-3061	<i>Medicaid Referral</i> , unchanged
470-0386	<i>Medical Transportation Claim</i> , revised
470-0386(S)	<i>Medical Transportation Claim (Spanish)</i> , new
470-4385	<i>Mexican Consulate Notification</i> , new
595-1494	<i>Non-Law Enforcement Record Check Billing Form</i> , unchanged
595-1489	<i>Non-Law Enforcement Record Check Request Form A</i> , unchanged
595-1489(S)	<i>Non-Law Enforcement Record Check Request Form A (Spanish)</i> , unchanged
470-3575	<i>Notice of Child Abuse Assessment: Confirmed Not Registered</i> , unchanged
470-3243	<i>Notice of Child Abuse Assessment: Founded</i> , unchanged
470-3242	<i>Notice of Child Abuse Assessment: Not Confirmed</i> , unchanged
470-0602	<i>Notice of Decision: Services</i> , revised
470-3789	<i>Notice of Intake Decision</i> , unchanged
470-3359	<i>Payee/Placement Changes</i> , unchanged
470-0580	<i>Physical Record</i> , unchanged
470-0580(S)	<i>Physical Record (Spanish)</i> , new
470-0719	<i>Placement Agreement: Child Placing or Child Caring Agency (Provider)</i> , unchanged
470-2490	<i>Placement Agreement: Specialized Psychiatric Institution</i> , unchanged
470-3616	<i>Placement Consideration</i> , unchanged
470-3617	<i>Placement Notification</i> , unchanged
470-2479	<i>PMIC Exchange of Information</i> , unchanged

470-4063	<i>Preplacement Screening for Supervised Apartment Living Foster Care</i> , unchanged
470-3227	<i>Receipt of HIV-Related Information</i> , unchanged
470-3926	<i>Receiving State's Priority Home Study (ICPC 102)</i> , unchanged
470-2310	<i>Record Check Evaluation</i> , unchanged
470-2310(S)	<i>Record Check Evaluation (Spanish)</i> , unchanged
470-3185	<i>Referral Guide for Transition Planning</i> , unchanged
470-0662	<i>Referral of Client for Purchase of Social Services</i> , unchanged
470-3055	<i>Referral of Client for Rehabilitative Treatment and Supportive Services</i> , unchanged
470-3454	<i>Rehabilitative Services Authorization</i> , unchanged
470-3234	<i>Release of Confidential HIV Information</i> , unchanged
470-0665	<i>Report of Suspected Child Abuse</i> , unchanged
470-0665(S)	<i>Report of Suspected Child Abuse (Spanish)</i> , new
470-0788	<i>Report on Child's Placement Status (ICPC 100B)</i> , unchanged
470-2889	<i>Report on Efforts to Place Child for Adoption</i> , unchanged
470-3186	<i>Request for Approval of Supervised Apartment Living Foster Care Placement</i> , unchanged
470-0643	<i>Request for Child Abuse Information</i> , unchanged
470-2737	<i>Request for Medicaid Information</i> , unchanged
470-3056	<i>Request for Tangible Goods, Child Care, and Ancillary Services</i> , unchanged
470-2990	<i>Rescinding the Consent to Adoption</i> , unchanged
470-3396	<i>Review Decision on Nonregistered Report</i> , unchanged
470-3395	<i>Review Decision on Registered Report</i> , unchanged
470-4132	<i>Safety Assessment/Plan</i> , updated
470-3925	<i>Sending State Priority Home Study Request (ICPC 101)</i> , unchanged
RC-0091	<i>Service Eligibility</i> , new
470-3361	<i>SSI Advocacy Project Referral</i> , unchanged
470-0773	<i>Supervisory Report</i> , unchanged
470-3003	<i>Transfer of Subsidized Adoption Case</i> , unchanged
470-2634	<i>Voluntary Foster Care Petition</i> , unchanged
470-0715	<i>Voluntary Foster Care Placement Agreement</i> , unchanged

Summary

This general letter issues a new appendix developed to support the redesigned child welfare manual. This appendix includes:

- ◆ Forms and instructions from the following appendices:
 - 16-E-Appendix, **CHILD PROTECTIVE SERVICES APPENDIX**
 - 18-Appendix, **CHILD WELFARE APPENDIX**
 - 13-C-Appendix, **ADOPTION SERVICES APPENDIX**. (Note: Forms included in both 13-C-Appendix and in 12-B-Appendix, **FOSTER FAMILY HOME LICENSING APPENDIX**, are not included in this appendix. Those forms can be accessed in 12-B-Appendix.)

- 13-N-Appendix, ***INTERSTATE COMPACTS APPENDIX***. (Note: Only the forms used for the Interstate Compact for the Placement of Children were moved to this appendix. The forms used for the Interstate Compact of Juveniles will remain in 13-N-Appendix and can be accessed there.)
- ◆ The following new tools and How-Do-I? Guides for decision points and activities in the intake phase of the life of a case, for which manual chapters are being released concurrently:
 - 470-4131, *Intake Guidance Tool*
 - RC-0076, *CPS and CINA Intake Decision Tree*
 - RC-0077, *CINA Guidance Tool*
 - RC-0088, *How-Do-I? Guide: CINA Intake*
 - RC-0089, *How-Do-I? Guide: CPS Intake*
 - RC-0095, *Criminal Record Case Codes*
 - RC-0097, *CINA Intake Guidance Tree*
- ◆ The following new tools and How-Do-I? Guides for decision points and activities in the later phases of the life of a case, for which manual chapters will be released later:
 - RC-0082, *How-Do-I? Guide: Case Planning*
 - RC-0083, *How-Do-I? Guide: Case Management*
 - RC-0090, *Drug Testing Guidelines*
 - RC-0091, *Service Eligibility*
 - RC-0092, *Limited Services Eligibility*
 - RC-0093, *CPS Assessment – Case Disposition Decision Tree*
- ◆ The following new forms that were not published in the appendices listed above:
 - 470-0386(S), *Medical Transportation Claim* (Spanish)
 - 470-0580(S), *Physical Record* (Spanish)
 - 470-0665(S), *Report of Suspected Child Abuse* (Spanish)
 - 470-2927(S), *Health Services Application* (Spanish)
 - 470-3301(S), *Authorization for Release of Child Abuse Information* (Spanish)
 - 470-3453(S), *Family Case Plan* (Spanish)
 - 470-4385, *Mexican Consulate Notification*
 - 470-4128(S), *Community Care Explanation and Referral* (Spanish), which includes form 470-3951(S), *Authorization to Obtain or Release Health Care Information* (Spanish)
 - 470-4155, *AdoptUSKids Website Waiver*
- ◆ Instructions for the following items that are not yet available:
 - RC-0087, *How-Do-I? Guide: CINA Assessment*
 - RC-0086, *How-Do-I? Guide: CPS Assessment*
 - RC-0096, *How-Do-I? Guide: Family Case Plan*
 - RC-0084, *How-Do-I? Guide: In-Home Case Management*

Form 470-0745, *Adoption Notice of Decision*, has been revised to add the option, "Your subsidized adoption application has been approved for a future needs adoption subsidy," and to update the appeals web site in the appeal rights section.

Form 470-0615(S), *Application for All Social Services* (Spanish), has been retranslated to match the current English version of the form. The appeal rights section has also been updated.

Form 470-3239, *Child Abuse Assessment Parental Notification*, has been revised to add the sentence "(type of abuse) has been alleged."

Form 470-2927, *Health Services Application*, has been revised to add a statement that faxed signatures are now acceptable.

Form 470-3918, *IV-E Changes*, has been revised to reflect changes in responsibility for completion the form. The social work case manager now completes Sections One and Two when a change occurs or a court order has been obtained. The IV-E IM worker completes Section One as needed and completes Sections Three and Four.

Form 470-3839, *IV-E Initial Placement Information*, has been revised to reflect changes in responsibility for completion of the form. The social work case manager completes Section One, and the IV-E IM worker completes Sections Two and Three.

Form 470-3351 has been updated to reflect the change in title from *Background and Media Authorization* to *KidSake Enrollment*.

Form 470-0386, *Medical Transportation Claim*, has been revised to add a place for medical providers to check the type of service that was received. The county office section now provides a space to indicate whether the claim is approved, partially approved, or denied.

Effective Date

Upon receipt.

Material Superseded

None

Additional Information

You may use up any printed supplies of previous versions of the revised forms.

Refer questions about this general letter to your area service administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

November 21, 2006

GENERAL LETTER NO. 17-AP-4

ISSUED BY: Bureau of Protective Services,
Division of Child and Family Services

SUBJECT: Employees' Manual, Title 17, **CHILD WELFARE APPENDIX**, Contents
(pages 1, 2, and 3), revised; pages 31 through 40, 41, 74, and 94,
revised; pages 40a through 40e, and 94a, new; and the following forms:

470-3240	<i>Child Protective Services Assessment Summary</i> , revised
470-0607	<i>Child Protective Services Intake</i> , revised
RC-0097	<i>CINA Intake Guidance Tree</i> , revised
RC-0098	<i>Community Care Desk Aid</i> , new
RC-0076	<i>CPS and CINA Intake Decision Tree</i> , revised
470-4384	<i>Founded Abuse in Nonregistered Child Care Parent Letter</i> , new
RC-0087	<i>How-Do-I? Guide: CINA Assessment</i> , new
RC-0088	<i>How-Do-I? Guide: CINA Intake</i> , revised
RC-0086	<i>How-Do-I? Guide: CPS Assessment</i> , new
RC-0089	<i>How-Do-I? Guide: CPS Intake</i> , revised
470-0665	<i>Report of Suspected Child Abuse</i> , revised

Summary

This appendix is revised to:

- ◆ Update form 470-3240, *Child Protective Services Assessment Summary*, to correct headers and organization. Family functioning domains are added.
- ◆ Update form 470-0607, *Child Protective Services Intake*, to delete the confidential access section. Centralized intake implementation places this decision with the child protection worker supervisor. The instructions have been revised to include additional CINA intake information that was omitted.
- ◆ Update RC-0097, *CINA Intake Guidance Tree*, and RC-0076, *CPS and CINA Intake Decision Tree*, to delete CINA assessment basis if "unable to provide mental health treatment."
- ◆ Add form RC-0098, *Community Care Desk Aid*, as a resource to workers in making the eligibility decision and referral for Community Care services.
- ◆ Change the instructions for form 470-4138, *Family Functioning Domain Criteria*, to reflect this is a tool to aid in the assessment of a family's needs and strengths required during the assessment.

- ◆ Add form 470-4384, *Founded Abuse in Nonregistered Child Care Parent Letter*, to provide a form letter to use when providing written notification to parents of nonvictim children enrolled in a nonregistered child care home when founded abuse has occurred. The template is in the public state-approved forms folder on Outlook.
- ◆ Add RC-0087, *How-Do-I? Guide: CINA Assessment*, and RC-0086, *How-Do-I? Guide: CPS Assessment*.
- ◆ Update RC-0088, *How-Do-I? Guide: CINA Intake*, and RC-0089, *How-Do-I? Guide: CPS Intake*, to change "DLIC" to "ABC."
- ◆ Update 470-0665, *Report of Suspected Child Abuse*, to clarify the address fields.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 17, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pp. 1-3)	September 1, 2006
470-3240	9/05
31-36	September 1, 2006
470-0607	8/05
37, 38	September 1, 2006
RC-0097	8/06
39-41	September 1, 2006
RC-0076 (before p. 47)	8/06
74, 94	September 1, 2006
RC-0088 (after p. 106)	8/06
RC-0089 (after p. 108)	8/06
470-0665 (after p. 188)	7/04

Additional Information

File RC-0087, *How-Do-I? Guide: CINA Assessment*, before page 105. File RC-0086, *How-Do-I? Guide: CPS Assessment*, before page 107.

Refer questions about this general letter to your area service administrator.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

June 8, 2007

GENERAL LETTER NO. 17-AP-5

ISSUED BY: Bureau of Protective Services,
Division of Child and Family Services

SUBJECT: Employees' Manual, Title 17, **CHILD WELFARE APPENDIX**, Contents (pages 1 through 5), revised; pages 7, 8, 11, 21, 86, 94a, 109, 110, 133, 134, 154, 155, 157, and 180 through 185, revised; pages 6a, 20a, 86a, 90a, 90b, 94b, 102a, 102b, 156a, and 225, new; and the following forms:

470-0745	<i>Adoption Notice of Decision</i> , revised
470-4312	<i>Adoption Subsidy Special Needs Professional Documentation</i> , new
470-4155	<i>AdoptUsKids Website Waiver</i> , revised
470-0743	<i>Application for Adoption</i> , revised
470-0743(S)	<i>Application for Adoption (Spanish)</i> , new
470-0615	<i>Application for All Social Services</i> , revised
470-0615(S)	<i>Application for All Social Services (Spanish)</i> , revised
RC-0101	<i>Case Closure</i> , new
470-3239	<i>Child Abuse Assessment Parental Notification</i> , revised
470-4128	<i>Community Care Explanation and Referral</i> , revised
470-4128(S)	<i>Community Care Explanation and Referral (Spanish)</i> , revised
Comm. 283	<i>Family Team Decision-Making Evaluation Handbook</i> , new
470-2747	<i>Foster Care Provider Medical Letter</i> , revised
470-0714	<i>Foster Care Review Notice</i> , revised
470-4401	<i>Foster Child Behavioral Assessment</i> , new
470-0718	<i>Foster Family Removal Letter</i> , revised
470-4384	<i>Founded Abuse in Nonregistered Child Care Parent Letter</i> , revised
470-4311	<i>Future Needs Adoption Subsidy Professional Documentation</i> , new
470-2927	<i>Health Services Application</i> , revised
470-2927(S)	<i>Health Services Application (Spanish)</i> , revised
RC-0099	<i>How-Do-I? Guide: Adoption</i> , new
RC-0102	<i>How-Do-I? Guide: Case Closure</i> , new
RC-0084	<i>How-Do-I? Guide: In-Home Case Management</i> , new
RC-0096	<i>How-Do-I? Guide: Out-of-Home Case Management</i> , new
470-3018	<i>Letter of Removal</i> , revised
470-4385	<i>Mexican Consulate Notification</i> , revised

470-0602	<i>Notice of Decision: Services</i> , revised
470-0602(S)	<i>Notice of Decision: Services (Spanish)</i> , new
470-3350	<i>Photography Record</i> , revised
470-3616	<i>Placement Consideration</i> , revised
470-3617	<i>Placement Notification</i> , revised
470-3055	<i>Referral and Authorization for Child Welfare Services</i> , revised
470-0665(S)	<i>Report of Suspected Child Abuse (Spanish)</i> , revised
470-2737	<i>Request for Medicaid Information</i> , revised
470-3351	<i>Waiting Child Enrollment</i> , revised

Summary

This appendix is revised to:

- ◆ Update the letterhead on the following forms to reflect the new Governor, Chester J. Culver, and Lieutenant Governor, Patty Judge:
 - 470-3239, *Child Abuse Assessment Parental Notification*
 - 470-4128, *Community Care Explanation and Referral*
 - 470-4128(S), *Community Care Explanation and Referral (Spanish)*
 - 470-2747, *Foster Care Provider Medical Letter*
 - 470-0714, *Foster Care Review Notice*
 - 470-0718, *Foster Family Removal Letter*
 - 470-4384, *Founded Abuse in Nonregistered Child Care Parent Letter*
 - 470-3018, *Letter of Removal*
 - 470-4385, *Mexican Consulate Notification*
 - 470-3616, *Placement Consideration*
 - 470-3617, *Placement Notification*
 - 470-2737, *Request for Medicaid Information*
- ◆ Update the appeal rights and the policy on nondiscrimination on the following forms:
 - 470-0745, *Adoption Notice of Decision*
 - 470-0615, *Application for All Social Services*
 - 470-0615(S), *Application for All Social Services (Spanish)*
 - 470-0602, *Notice of Decision: Services*
 - 470-0602(S), *Notice of Decision: Services (Spanish)*
- ◆ Add 470-4312, *Adoption Subsidy Special Needs Professional Documentation*, and instructions on its completion.
- ◆ Update form 470-4155, *AdoptUsKids Website Waiver*, to remove references to KidSake and add references to Iowa KidsNet.
- ◆ Update form 470-0743, *Application for Adoption*, to include all of the previous out-of-state addresses of the applicant and any other adults that reside in the applicant's home five years before the date of the application.

This change is made to comply with provisions of the Adam Walsh Child Protection and Safety Act of 2006 (P.L. 109-248) that became effective October 1, 2006. P.L. 109-248 requires states to check their child abuse and neglect registry and request a check of each state that maintains a registry in which the prospective foster and adoptive parent and any other adult living in the prospective parent's home have resided in the preceding five years.

A Spanish version of this form, 470-0743(S), is now available. This form can be printed from the on-line manual or photocopied from the sample in the paper manual.

- ◆ Add RC-0101, *Case Closure*. RC-0101 is a training document that summarizes policy for staff.
- ◆ Add Comm. 283, *Family Team Decision-Making Evaluation Handbook*, and instructions.
- ◆ Add 470-4401, *Foster Child Behavioral Assessment*, and instructions on its completion.
- ◆ Add 470-4311, *Future Needs Adoption Subsidy Professional Documentation*, and instructions on its completion.
- ◆ Update forms 470-2927 and 470-2927(S), *Health Services Application*, to add references to providing proof of U.S. citizenship and identification and add a statement about annuities.
- ◆ Add RC-0099, *How-Do-I? Guide: Adoption*; RC-0102, *How-Do-I? Guide: Case Closure*; RC-0084, *How-Do-I? Guide: In-Home Case Management*; and RC-0096, *How-Do-I? Guide: Out-of-Home Case Management*.
- ◆ Change the source information for form 470-3334, *JCS Referral for Payment*, as the form is no longer available to order from Iowa Prison Industries.
- ◆ Change the name of form 470-3351, *KidSake Enrollment*, to *Waiting Child Enrollment*. Also, all references to KidSake are removed and replaced with Iowa KidsNet.
- ◆ Change the name of form 470-3350, *KidSake Photography*, to *Photography Record*. Also, all references to KidSake are removed and replaced with Iowa KidsNet.
- ◆ Change the name of form 470-3055, *Referral of Client for Rehabilitative Treatment and Supportive Services*, to *Referral and Authorization for Child Welfare Services*. This form has been revised to delete all reference to IFMC and to rehabilitator and non-rehabilitative treatment services.
- ◆ Update 470-0665(S), *Report of Suspected Child Abuse* (Spanish), to clarify the address fields.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 17, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pages 1, 2, and 3)	November 21, 2006
Contents (pages 4 and 5)	September 1, 2006
470-0745 (before p. 3)	8/06
7, 8	September 1, 2006
470-4155	4/05
470-0743	4/00
11	September 1, 2006
470-0615 (after p. 12)	4/05
470-0615(S)	4/05
21	September 1, 2006
470-3239 (before p. 25)	7/06
470-4128 (after p. 42)	8/05
470-4128(S)	2/06
86	September 1, 2006
470-2747 (before p. 89)	3/03
470-0714 (after p. 90)	3/03
470-0718 (after p. 92)	3/03
470-4384 (after p. 94)	10/06
94a	November 21, 2006
470-2927 (after p. 98)	5/06
470-2927(S)	5/06
109, 110	September 1, 2006
133, 134	September 1, 2006
470-3351	4/05
135, 136	September 1, 2006
470-3350	12/04
470-3018	12/04
470-4385 (after p. 142)	7/06
154, 155	September 1, 2006
470-0602 (after p. 154)	8/06
157	September 1, 2006
470-3616 (before p. 161)	6/04
470-3617	6/04
180-184	September 1, 2006
470-3055	1/04
185	September 1, 2006
470-0665(S) (after p. 188)	12/05
470-2737 (after p. 198)	3/03

Additional Information

Refer questions about this general letter to your area service administrator.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

July 27, 2007

GENERAL LETTER NO. 17-AP-6

ISSUED BY: Bureau of Protective Services,
Division of Child and Family Services

SUBJECT: Employees' Manual, Title 17, **CHILD WELFARE APPENDIX**,
Comm. 164, *Child Abuse: A Guide for Mandatory Reporters*, Title page,
revised; and pages 2, 3, 4, and 45, revised.

Summary

Comm. 164, *Child Abuse: A Guide for Mandatory Reporters*, is revised to update state and national data.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 17, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Comm. 164	
Title page	July 1, 2006
2-4	July 1, 2006
45	July 1, 2005

Additional Information

Refer questions about this general letter to your area service administrator.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

August 17, 2007

GENERAL LETTER NO. 17-AP-7

ISSUED BY: Bureau of Protective Services,
Division of Child and Family Services

SUBJECT: Employees' Manual, Title 17, **CHILD WELFARE APPENDIX**, Contents
(pages 1 through 5), revised; pages 21, 22, 23, 61, 62, 75, 186, 204
through 210, and 219, revised; and the following forms:

470-4132 *Safety Assessment*, revised
RC-0104 *Safety Assessment Guidance*, new
470-4461 *Safety Plan*, new

Summary

This chapter is revised to:

- ◆ Change the name of form 470-4132, *Safety Assessment/Plan*, to *Safety Assessment* and update the instructions.
- ◆ Add RC-0104, *Safety Assessment Guidance*, and instructions.
- ◆ Add form 470-4461, *Safety Plan*, and instructions.
- ◆ Remove the following obsolete forms:
 - 470-3416, *Checklist for Retroactive Review*
 - 470-2412, *Family Assistance Fund Report*
 - 470-2413, *Family Preservation Service Report*
 - 470-3454, *Rehabilitative Service Authorization*
 - RC-0091, *Service Eligibility Chart*

Effective Date

October 1, 2007

Material Superseded

Remove the following pages from Employees' Manual, Title 17, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pp. 1-5)	June 8, 2007
20a, 21 *	June 8, 2007
22, 23	September 1, 2006
470-3416	8/97
470-2412	6/93
61, 62	September 1, 2006
470-2413	12/95
75, 186	September 1, 2006
470-3454	8/98
204	September 1, 2006
470-4132	3/05
205-212	September 1, 2006
RC-0091	7/06
219	September 1, 2006

* Move RC-0101 to follow page 22, instead of preceding page 21.

Additional Information

Destroy any remaining supplies of forms 470-3416, 470-2412, 470-2413, and 470-3454 and reference card RC-0091.

Refer questions about this general letter to your area service administrator.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

July 25, 2008

GENERAL LETTER NO. 17-AP-8

ISSUED BY: Division of Child and Family Services

SUBJECT: Employees' Manual, Title 17, Appendix, **CHILD WELFARE APPENDIX**, Contents (pages 1 through 5), revised; Contents (page 6), new; pages 1, 3, 6, 6a, 7 through 10, 15 through 21, 24, 25, 26, 28, 29, 31 through 37, 42, 46, 50, 57 through 60, 87 through 90, 90a, 90b, 91 through 94, 95, 112, 128 through 133, 137, 138, 140, 141, 145 through 153, 158, 161, 162, 169, 175, 180, 182, 183, 184, 198 through 206, 208, 209, 213, 223, and 224, revised; pages 6b, 54a through 54f, 90c, and 90d, new; and the following forms:

- 470-3614(S) *Adoption Information Checklist* (Spanish), new
- 470-0745(S) *Adoption Notice of Decision* (Spanish), new
- 470-0749(S) *Adoption Subsidy Agreement* (Spanish), new
- 470-4538 *Agreement and Consent for School Activities*, new
- 470-0761 *Agreement of Placement for Adoption*, revised
- 470-0761(S) *Agreement of Placement for Adoption* (Spanish), new
- 470-0762(S) *Agreement to Future Adoption Subsidy* (Spanish), new
- 470-0744(S) *Application for Subsidy* (Spanish), new
- 470-3225(S) *Authorization to Release HIV-Related Information* (Spanish), new
- 470-3615(S) *Background Report Part 1* (Spanish), new
- 470-3698(S) *Background Report Part 2* (Spanish), new
- 470-3031(S) *Birth Parent Affidavit to Court* (Spanish), new
- Comm. 164(S) *Child Abuse: A Guide for Mandatory Reporters* (Spanish), new
- 470-3239(S) *Child Abuse Assessment Parental Notification* (Spanish), new
- 470-4057 *Child Care Assistance Eligibility Worksheet*, revised
- 470-4057(S) *Child Care Assistance Eligibility Worksheet* (Spanish), new
- 470-3240(S) *Child Protective Services Assessment Summary* (Spanish), new
- 470-3164(S) *Counseling Affidavit* (Spanish), new
- RC-0095 *Criminal Record Case Codes*, reprinted
- 595-1396 *DHS Criminal History Record Check*, revised
- 595-1396(S) *DHS Criminal History Record Check* (Spanish), revised
- 470-4486 *Drug Test Authorization*, new
- 470-2914(S) *Foster Care and Subsidized Adoption Medicaid Review* (Spanish), new

470-1952 *Foster Care Clothing Allowance*, new
470-2747(S) *Foster Care Provider Medical Letter* (Spanish), new
470-0714(S) *Foster Care Review Notice* (Spanish), new
470-4401(S) *Foster Child Behavioral Assessment* (Spanish), new
470-0716(S) *Foster Family Placement Contract* (Spanish), new
470-0718(S) *Foster Family Removal Letter* (Spanish), new
470-4384(S) *Founded Abuse in Nonregistered Child Care Parent Letter* (Spanish), new
RC-0099 *How Do I? Guide: Adoption*, revised
470-3918 *IV-E Changes*, revised
470-3839 *IV-E Initial Placement Information*, revised
470-3018(S) *Letter of Removal* (Spanish), new
470-4540 *Long-Term Permanency Placement Agreement*, new
470-3061(S) *Medicaid Referral* (Spanish), new
470-0386 *Medical Transportation Claim*, revised
470-0386(S) *Medical Transportation Claim* (Spanish), revised
595-1494 *Non-Law Enforcement Record Check Billing Form*, revised
595-1489 *Non-Law Enforcement Record Check Request Form A*, revised
595-1489(S) *Non-Law Enforcement Record Check Request Form A* (Spanish), revised
470-3575(S) *Notice of Child Abuse Assessment: Confirmed Not Registered* (Spanish), new
470-3243(S) *Notice of Child Abuse Assessment: Founded* (Spanish), new
470-3242(S) *Notice of Child Abuse Assessment: Not Confirmed* (Spanish), new
470-0580 *Physical Record*, revised
470-0580(S) *Physical Record* (Spanish), revised
470-3616(S) *Placement Consideration* (Spanish), new
470-3617(S) *Placement Notification* (Spanish), new
470-3055(S) *Referral and Authorization for Child Welfare Services* (Spanish), new
470-3185 *Referral Guide for Transition Planning*, revised
470-0662(S) *Referral of Client for Purchase of Social Services* (Spanish), new
470-2737(S) *Request for Medicaid Information* (Spanish), new
470-3056(S) *Request for Tangible Goods, Child Care, and Ancillary Services* (Spanish), new
470-2990(S) *Rescinding the Consent to Adoption* (Spanish), new
470-3396(S) *Review Decision on Nonregistered Report* (Spanish), new
470-3395(S) *Review Decision on Registered Report* (Spanish), new
470-4132(S) *Safety Assessment* (Spanish), new
470-4461(S) *Safety Plan* (Spanish), new
470-2634(S) *Voluntary Foster Care Petition* (Spanish), new
470-0715 *Voluntary Foster Care Placement Agreement*, reprinted
470-0715(S) *Voluntary Foster Care Placement Agreement* (Spanish), new

Summary

This chapter is revised to:

- ◆ Add new form 470-4538, *Agreement and Consent for School Activities*, for the foster child's parent to consent for their child to participate in school activities while residing in a foster family home.
- ◆ Update form 470-0761, *Agreement of Placement for Adoption*, to reflect the Department's current organizational structure.
- ◆ Update form 470-4057, *Child Care Assistance Eligibility Worksheet*, to show current income limits.
- ◆ Update forms 595-1396 and 595-1396(S), *DHS Criminal History Record Check*, and its instructions to reflect that the Division of Criminal Investigation (DCI) has moved to a new address and has a new telephone and fax number.
- ◆ Add form 470-4486, *Drug Test Authorization*, for authorization and payment for the drug testing of children or adults during a child protective assessment or during the provision of ongoing services to children and families, due to a state contract with a drug testing laboratory.
- ◆ Add new form 470-1952, *Foster Care Clothing Allowance*, for the foster parent to submit to the child's caseworker for reimbursement of clothing purchased for the foster child.
- ◆ Update RC-0099, *How Do I? Guide: Adoption*, to reflect current policy and procedures.
- ◆ Update form 470-3918, *IV-E Changes*, to incorporate format changes as well as add types of changes to be reported on the form. Section 3 has been updated to reflect the current RE2 determination process that is now completed by the SW4.
- ◆ Update form 470-3839, *IV-E Initial Placement Information*, to incorporate format changes and minor changes in wording.
- ◆ Add form 470-4540, *Long-Term Permanency Placement Agreement*, for a child with the goal of planned permanent living arrangement.
- ◆ Update form 470-0386 and 470-0386(S), *Medical Transportation Claim*, to change "State ID number" to "Medicaid number" and to change "recipient" to "member." The time elapsed between the date the transportation took place and the date the claim is received in the local office has been changed from 90 days to 365 days.
- ◆ Update form 595-1494, *Non-Law Enforcement Record Check Billing Form*, to reflect that the Division of Criminal Investigation (DCI) has moved to a new address and has a new telephone and fax number.
- ◆ Update forms 595-1489 and 595-1489(S), *Non-Law Enforcement Record Check Request Form A*, to reflect that the Division of Criminal Investigation (DCI) has moved to a new address and has a new telephone and fax number.
- ◆ Update form 470-0580 and 470-0580(S), *Physical Record*, to add a section for mental and dental health to comply with federal Child and Family Service Review standards. The instructions for this form are updated.

- ◆ Update form 470-3185, *Referral Guide for Transition Planning*, to focus the questions more clearly on the child's service needs.
- ◆ Add the following forms that are now available in Spanish:
 - 470-3614(S), *Adoption Information Checklist*
 - 470-0745(S), *Adoption Notice of Decision*
 - 470-0749(S), *Adoption Subsidy Agreement*
 - 470-0761(S), *Agreement of Placement for Adoption*
 - 470-0762(S), *Agreement to Future Adoption Subsidy*
 - 470-0744(S), *Application for Subsidy*
 - 470-3225(S), *Authorization to Release HIV-Related Information (Spanish)*,
 - 470-3615(S), *Background Report Part 1*
 - 470-3698(S), *Background Report Part 2*
 - 470-3031(S), *Birth Parent Affidavit to Court*
 - Comm. 164(S), *Child Abuse: A Guide for Mandatory Reporters*
 - 470-3239(S), *Child Abuse Assessment Parental Notification*
 - 470-4057(S), *Child Care Assistance Eligibility Worksheet*
 - 470-3240(S), *Child Protective Services Assessment Summary*
 - 470-3164(S), *Counseling Affidavit*
 - 470-2914(S), *Foster Care and Subsidized Adoption Medicaid Review*
 - 470-2747(S), *Foster Care Provider Medical Letter*
 - 470-0714(S), *Foster Care Review Notice*
 - 470-4401(S), *Foster Child Behavioral Assessment*
 - 470-0716(S), *Foster Family Placement Contract*
 - 470-0718(S), *Foster Family Removal Letter*
 - 470-4384(S), *Founded Abuse in Nonregistered Child Care Parent Letter*
 - 470-3018(S), *Letter of Removal*
 - 470-3061(S), *Medicaid Referral*
 - 470-3575(S), *Notice of Child Abuse Assessment: Confirmed Not Registered*
 - 470-3243(S), *Notice of Child Abuse Assessment: Founded*
 - 470-3242(S), *Notice of Child Abuse Assessment: Not Confirmed*
 - 470-3616(S), *Placement Consideration*
 - 470-3617(S), *Placement Notification*
 - 470-3055(S), *Referral and Authorization for Child Welfare Services*
 - 470-0662(S), *Referral of Client for Purchase of Social Services*
 - 470-2737(S), *Request for Medicaid Information*
 - 470-3056(S), *Request for Tangible Goods, Child Care and Ancillary Services*
 - 470-2990(S), *Rescinding the Consent to Adoption*
 - 470-3396(S), *Review Decision on Nonregistered Report*
 - 470-3395(S), *Review Decision on Registered Report*
 - 470-4132(S), *Safety Assessment*
 - 470-4461(S), *Safety Plan*
 - 470-2634(S), *Voluntary Foster Care Petition*
 - 470-0715(S), *Voluntary Foster Care Placement Agreement*

- ◆ Reprint RC-0095, *Criminal Record case Codes*, and 470-0715, *Voluntary Foster Care Placement Agreement*, to correct printing errors.
- ◆ Update references to the Division of Child and Family Services.

Effective Date

Form 470-4486 was effective on October 1, 2007.

All other changes are effective immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 17, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pages 1-5)	August 17, 2007
1, 3, 6	September 1, 2006
6a, 7, 8	June 8, 2007
470-0761	7/00
9, 10, 15-20	September 1, 2006
21	August 17, 2007
24-26, 28, 29	September 1, 2006
31-37	November 21, 2006
42, 46	September 1, 2006
RC-0095 (before p. 49)	8/06
50	September 1, 2006
595-1396	8/96
595-1396(S)	8/96
57-60	September 1, 2006
86a	June 8, 2007
87-90 *	September 1, 2006
90a, 90b	June 8, 2007
91-93	September 1, 2006
94	November 21, 2006
95	September 1, 2006
RC-0099 (before p. 102a)	6/07
112, 128	September 1, 2006
470-3918	11/05
129, 130	September 1, 2006
470-3839	3/06
131, 132	September 1, 2006
133 *	June 8, 2007
137, 138, 140, 141 *	September 1, 2006
470-0386	12/05
470-0386(S)	12/05
595-1494	3/97
145, 146	September 1, 2006
595-1489	4/99

595-1489(Sp)	5/99
147-153, 158	September 1, 2006
470-0580	6/00
470-0580(S)	12/05
161, 162, 169, 175	September 1, 2006
180, 182	June 8, 2007
470-3185	8/01
183, 184	June 8, 2007
198-203	September 1, 2006
204-206, 208, 209	August 17, 2006
213, 223, 224	September 1, 2006

* As forms are added and removed, existing pages are renumbered to eliminate or consolidate gaps. To accommodate these changes, the following form samples need to be refiled:

- ◆ Move form 470-3725 to follow page 90 instead of page 88.
- ◆ Move form 470-2747 to precede page 90a instead of page 89.
- ◆ Move form 470-0714 to follow page 90b instead of page 90.
- ◆ Move form 470-4401 to precede page 90c instead of page 90a.
- ◆ Move form 470-3018 to precede page 133 instead of following page 134.
- ◆ Move RC-0092 to precede page 137 instead of following page 138.

Additional Information

Refer questions about this general letter to your area service administrator.